# **Panasonic**

# Hybrid IP-PBX User Manual

# Model KX-TDA30/KX-TDA100/KX-TDA200



Thank you for purchasing the Panasonic Hybrid IP-PBX, KX-TDA30/KX-TDA100/KX-TDA200. Please read this manual carefully before using this product and save this manual for future use.

KX-TDA30/KX-TDA100/KX-TDA200: Version 1.1

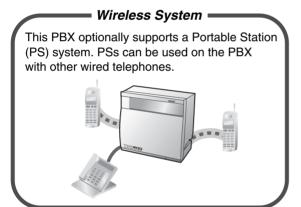
#### **Feature Highlights**

# This PBX can establish Incoming Call Distribution Groups (ICD Group) by which a large volume of calls from the external customers could be received. One extension can act as the supervisor, and monitor other group members.

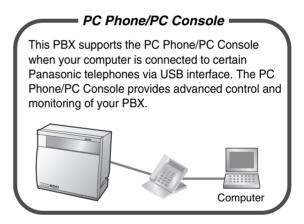
1.8 Utilising the Call Centre (Page 109)

# You can forward your calls to a voice processing system and let calling parties leave messages in your mailbox when you are unable to receive calls.

1.9.3 If a Voice Processing System is Connected (Page 119)



Appendix (Page 177)



Consult your dealer

# Easy Operation If you are using a certain Panasonic telephone

that is equipped with a Navigator Key/Jog Dial and a display, it helps you to access the desired feature easily. Also, you will be informed of the arrival of an incoming call or a message waiting by the lamp if it is equipped.



Navigator Key



Jog Dial

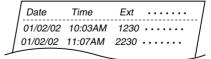


Message/Ringer Lamp

1.1 Before Operating the Telephones (Page 12)

# Call Record (Station Message Detail Recording)

This PBX can record or print out call information: date, time, extension no., dialled no., duration, etc.



Consult your dealer

#### In This Manual,

• Proprietary Telephone is abbreviated as "PT".

Single Line Telephone is abbreviated as "SLT".

Portable Station is abbreviated as "PS".

Proprietary Telephone with a Display is abbreviated as "Display PT".

Digital Proprietary Telephone is abbreviated as "DPT".

- The suffix of each model number is omitted.
- The illustrations of the PBX are based on the KX-TDA200.
- The following icons are used frequently.





Conditions

# Important Information

#### **WARNING**

- THIS UNIT MAY ONLY BE INSTALLED AND SERVICED BY QUALIFIED SERVICE PERSONNEL.
- WHEN A FAILURE OCCURS WHICH EXPOSES ANY INTERNAL PARTS, DISCONNECT THE POWER SUPPLY CORD IMMEDIATELY AND RETURN THIS UNIT TO YOUR DEALER.
- DISCONNECT THE TELECOM CONNECTION BEFORE DISCONNECTING THE POWER CONNECTION PRIOR TO RELOCATING THE EQUIPMENT, AND RECONNECT THE POWER FIRST.
- THIS UNIT IS EQUIPPED WITH AN EARTHING CONTACT PLUG. FOR SAFETY REASONS THIS PLUG MUST ONLY BE CONNECTED TO AN EARTHING CONTACT SOCKET WHICH HAS BEEN INSTALLED ACCORDING TO REGULATIONS.
- THE POWER SUPPLY CORD IS USED AS THE MAIN DISCONNECT DEVICE. ENSURE THAT THE SOCKET-OUTLET IS LOCATED/INSTALLED NEAR THE EQUIPMENT AND IS EASILY ACCESSIBLE.
- TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS UNIT TO RAIN OR MOISTURE.
- TO PROTECT THIS UNIT FROM STATIC ELECTRICITY, DO NOT TOUCH ANY CONNECTORS OF THE UNIT.

#### **Safety Instructions**

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- 1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- **2.** Avoid using a telephone (other than a cordless type) during an electric storm. There may be a remote risk of electric shock from lightning.
- 3. Do not use the telephone to report a gas leak in the vicinity of the leak.
- **4.** Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

# SAVE THESE INSTRUCTIONS



The KX-TDA30E, the KX-TDA30NE, the KX-TDA30GR, and the KX-TDA30CE are designed to interwork with the:

- Analogue Public Switched Telephone Network (PSTN) of a European country
- Pan-European Integrated Services Digital Network (ISDN) using ISDN basic rate access

The KX-TDA100E/KX-TDA200E, the KX-TDA100NE/KX-TDA200NE, the KX-TDA100GR/KX-TDA200GR, and the KX-TDA100CE/KX-TDA200CE are designed to interwork with the:

- Analogue Public Switched Telephone Network (PSTN) of a European country
- Pan-European Integrated Services Digital Network (ISDN) using ISDN basic rate access
- Pan-European Integrated Services Digital Network (ISDN) using ISDN primary rate access
- ONP 2048 kbit/s digital structured leased lines (D2048S)

We, Panasonic Communications Co., Ltd. /Panasonic Communications Company (U.K.) Ltd., declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

If you would like to receive a copy of the original Declaration of Conformity of our products which relates to the R&TTE, please visit our web address:

http://doc.panasonic-tc.de

# **Attention**

- If there is any trouble, disconnect the unit from the telephone line. Plug the telephone directly into the telephone line. If the telephone operates properly, do not reconnect the unit to the line until the problem has been repaired by a certified Panasonic dealer. If the telephone does not operate properly, chances are that the problem is in the telephone system, and not in the unit.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps, motors and televisions. These noise sources can interfere with the performance of the unit.
- This unit should be kept free of dust, moisture, high temperature (more than 40 °C) and vibration, and should not be exposed to direct sunlight.
- Never attempt to insert wires, pins, etc., into the vents or holes of this unit.
- Do not use benzene, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.
- Do not use any handset other than a Panasonic handset for KX-TDA30/KX-TDA100/KX-TDA200 use.

The serial number of this product may be found on the label affixed to the side of the unit. You should note the model number and the serial number of this unit in the space provided and retain this manual as a permanent record of your purchase to aid in identification in the event of theft.		
MODEL NO.:		
SERIAL NO.:		
For your	future reference	
DATE OF PURCHASE		
NAME OF DEALER		
DEALER'S ADDRESS		
DEALER'S TELEPHONE NO.		

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# Section 1 Operation

This chapter shows you step by step how to use each feature. Read this chapter to become familiar with the many useful features of this PBX.

# 1.1 Before Operating the Telephones

## 1.1.1 Before Operating the Telephones

## What Kind of Telephone Can Be Used?

You can use a single line telephone (SLT), such as a rotary pulse telephone or a Panasonic proprietary telephone (PT) such as the KX-T7636. You can also use a Panasonic Portable Station (PS) such as the KX-TD7590 or KX-TD7690. Use the feature depending on the telephone you are

using. If you are using a Panasonic proprietary telephone with a special feature button such as or a display (Display PT) or both, you can follow the operation with the button or display messages for easy programming.

If you use a large display telephone (e.g., KX-T7636), you can follow the displayed messages to use the features. If your telephone does not have feature buttons and/or a display, you may operate the PBX by entering a feature number instead. Follow the operation for your type of telephone. If you use a Console, you can use the buttons on the Console as the buttons on the connected proprietary telephone.







If you use a Panasonic proprietary telephone which does not have feature buttons, you may change one of the unused flexible buttons to a feature button. Refer to "3.1.3 Customising the Buttons".

#### **Registration for Your Portable Station (PS)**

You must register your PS in the PBX and determine its extension number before initial use. For PS registration, consult your dealer.

#### Feature Numbers

To use certain features, you need to enter specified feature numbers (and an additional parameter, if required).

There are two types of feature numbers as follows:

- Flexible feature number
- Fixed feature number

Fixed feature numbers cannot be changed. However, you can change the flexible numbers to other numbers for easier use. If you want to change the numbers, consult your dealer. In this manual, the default numbers (factory installed) are used for operations.

A flexible number is shown as (half-shaded key). Use the new programmed number if you have changed the feature number. Write the new number in the "Feature Number Table" (Appendix).

#### **Notice**

The default value of a flexible feature number may vary depending on country/area. For more details, consult your dealer.



If you use a single line telephone which does not have the "\*" or "#" keys; it is not possible to access features that have "\*" or "#" in their feature numbers.

#### **Tone**

You will hear various tones, during or after an operation, for confirmation. Refer to "4.3.1 What is This Tone?" (Appendix).

### **Display**

In this manual, you will see "the display ...". This refers to the display of a Panasonic proprietary telephone. If your telephone is not a Panasonic display proprietary telephone, the message will not be displayed.

If you use a Panasonic display proprietary telephone, the display helps you confirm the settings. Some proprietary telephones also give you easy access to features. A message is displayed depending on the feature. By pressing the corresponding button on the side or at the bottom of the display, or pressing the Navigator Key, you can access the desired feature.

Furthermore, depending on the display proprietary telephone, you can operate features or make calls using the display message. Refer to "1.11 Using a Display Proprietary Telephone".

#### Notice

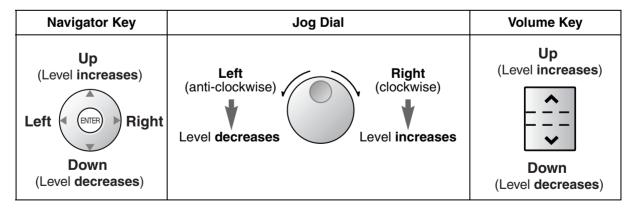
In this manual, the display messages are described in English.

#### **Your Extension Number**

If you use a Panasonic display proprietary telephone, you can check your own extension number on the display. Press the TRANSFER button or Soft (S1) button while on-hook.

# Using a Navigator Key/Jog Dial/Volume Key

The Navigator Key can be used for the display contrast and the volume control or you can search for desired items on the display. Press the Navigator Key/Volume Key or rotate the Jog Dial in the desired direction. The contrast or the volume level and the items will change as follows:



## **Examples**

The displays and the illustrations shown as examples are from a telephone connected to the KXTDA200.

## **Restrictions**

Some features may be restricted at your extension under the system programming. Consult your manager or dealer.

## **Icon Descriptions**

The following icons show you the feature availability, notes and action to use the features.

	This feature cannot be used with a single line telephone.  See "Programming" for Related Programming if necessary.	(co) 0 / 9 outside line group no.	<ul> <li>Seize an outside line (One of the following).</li> <li>Press the CO button.</li> <li>Dial automatic line access number 0 or 9.</li> <li>Dial outside line group access number and outside line group number.</li> </ul>
	Off-hook (One of the following).  Lift the handset.  Press the SP-PHONE button.  Press the MONITOR button.  (To start talking, lift the handset.)  Press TALK button.		Press the Call button on the Doorphone.
	On-hook (One of the following).  Hang up.  Press the SP-PHONE button.  Press the MONITOR button.  Press CANCEL button.	ſm ſm	Press the hookswitch lightly.
	Press the corresponding feature button on the proprietary telephone.	() (('\ <sup>2</sup>	Talk.
desired no.	Enter the required number. <example>  account code  Enter the account code.</example>		You will hear a busy, confirmation, dial, ring or ringback tone.  B. Tone: Busy Tone C. Tone: Confirmation Tone D. Tone: Dial Tone R. Tone: Ring Tone R. B. Tone: Ringback Tone
extension no.	Dial an extension number.	outside phone no.	Dial outside phone number.
phone no.	Dial the telephone number.		

# **♦♦ When You Use a Panasonic Proprietary Telephone**

If you use a Panasonic proprietary telephone and the Console, they may have some of the useful feature buttons described below. For a PS user, refer to "Operating Instructions" for PS. These buttons make operations simple. The illustrations may differ from the buttons on your telephone.

#### **Fixed Buttons**

(co)	Used to make or receive an outside call. (Button assignment is required.) Also used as feature buttons. (Button assignment is required.) (Only the outside line "number" [e.g., 1, 2] may be shown on some telephones.)	SP-PHONE  IT4  SP-PHONE  O  O  O  O  O  O  O  O  O  O  O  O  O	SP-PHONE: Used for hands-free operation.
AUTO DIAL STORE  AUTO DIAL STORE	AUTO DIAL/STORE: Used for System/Personal Speed Dialling or storing programme changes.	PAUSE	PAUSE: Used to insert a pause when storing a telephone number. This button also functions as the PROGRAM button when there is no PROGRAM button on your telephone.
REDIAL	REDIAL: Used to redial the last dialled number.	MESSAGE	MESSAGE: Used to leave a message waiting indication or call back the party who left the message waiting indication.

#### 1.1 Before Operating the Telephones

INTERCOM	INTERCOM: Used to make or receive intercom calls.		Soft Buttons: Used to select the item displayed on the bottom of the display.
INT'			
INTERCOM			
O MT'			
MONITOR	MONITOR: Used for hands-free dialling. You can monitor the party's voice in hands-free mode.	AUTO ANS  MUTE	AUTO ANS (Auto Answer)/MUTE: Used to receive an incoming call in hands-free mode or mute the microphone during a conversation.
R		\$/# (1)	
		AUTO ANS O MUTE	
		<b>%</b> /⋈	
TRANSFER	TRANSFER: Used to transfer a call to another party.	HOLD	HOLD: Used to place a call on hold.
<u></u>		.f.	
TRANSFER			
·:			

FLASH/ RECALL R	FLASH/RECALL: Used to disconnect the current call and make another call without hanging up. This button also functions as a CANCEL button while on-hook.	CONF	CONF (Conference): Used to establish a multiple party conversation.
VOICE CALL MUTE  41-/ 81	VOICE CALL/MUTE: Used to monitor an intercom call automatically, but it cannot be used for hands-free conversations. It also mutes the handset microphone during a conversation.	FWD/DND	Call Forwarding (FWD)/Do Not Disturb (DND): Used to perform Call Forwarding (FWD) or Do Not Disturb (DND).
PROGRAM  PROGRAM  PROGRAM  PROGRAM  PROGRAM  PROGRAM	PROGRAM: Used to enter and exit the Programming mode.	ANSWER	ANSWER: Used to answer an incoming call.

RELEASE	RELEASE: Used to disconnect the line.	VOLUME  O  VOLUME  O  O  O  O  O  O  O  O  O  O  O  O  O	Navigator Key/Jog Dial/Volume Key: Used to adjust the volume and the display contrast or select desired items.
(PF)	Programmable Feature (PF): Located on the upper part of the CO button array or on the DSS Console. Assigns the desired button and used to access the stored feature. Mostly used as a One-touch Dialling button. (Only the "F and number" may be shown on some telephones.)	MODE	MODE: Used to shift the display to access various features.
SELECT	SELECT: Used to select the displayed item or to call the displayed phone number.	SHIFT	SHIFT: Used to access the second level of Soft button features.
(NIE)	ENTER: Used to confirm the selected item.		CANCEL: Used to cancel the selected item.

#### **Customised Buttons**

If the term is in parentheses like (Account) in this section, it means a flexible button has been made into an "Account" button. To customise, refer to "3.1.3 Customising the Buttons".

Buttons	Feature
Loop-CO (L-CO)	Used to access an idle outside line for making outside calls. Incoming outside calls from any outside line arrive at this button.
Group-CO (G-CO)	Used to access an idle outside line in a specified outside line group for making outside calls. Incoming calls from outside lines in the assigned outside line group arrive at this button.

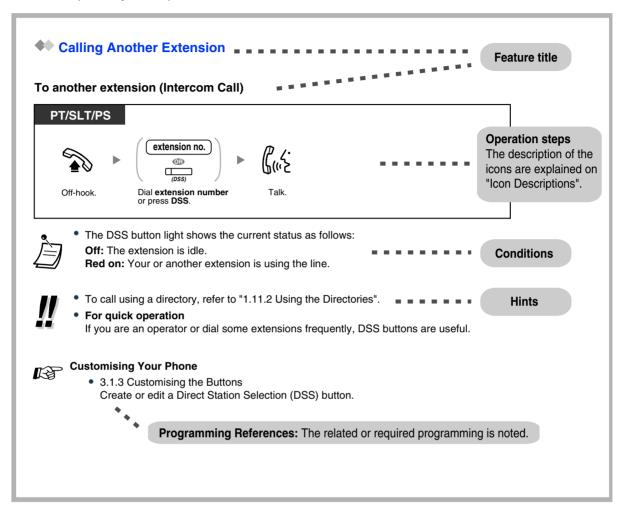
Buttons	Feature
Single-CO (S-CO)	Used to access a specified outside line for making or receiving outside calls.
Direct Station Selection (DSS)	Used to access an extension with one-touch. It is also possible to be changed to the other feature button.
One-touch Dialling	Used to access a desired party or system feature with one-touch.
Incoming Call Distribution Group (ICD Group)	Used to access a specified incoming call distribution group for making or receiving calls.
Message	Used to leave a message waiting indication or call back the party who left the message waiting indication.
Message for another extension	Used to have a Message button for another extension.
Call Forwarding (FWD)/Do Not Disturb (DND)—Both calls	Used to forward all calls to a specified destination or refuse.
FWD/DND—Outside calls	Used to forward outside calls to a specified destination or refuse.
FWD/DND—Intercom calls	Used to forward intercom calls to a specified destination or refuse.
Group FWD—Both calls	Used to forward all the calls to your group to a specified destination.
Group FWD—Outside calls	Used to forward the outside calls to your group to a specified destination.
Group FWD—Intercom calls	Used to forward the intercom calls to your group to a specified destination.
Account	Used to enter an account code.
Conference	Used to establish a multiple party conversation.
Terminate	Used to disconnect the current call and make another call without hanging up.
External Feature Access (EFA)	Used to access special features offered by a host PBX or a telephone company.
Charge Reference	Used to check the total call charge for your own extension.
Call Park	Used to park or retrieve a call in a preset parking zone.
Call Park (Automatic Park Zone)	Used to park a call in an idle parking zone automatically.
Call Log	Used to show the incoming call information.
Call Log for ICD Group	Used to have a Call Log button for incoming call distribution group.
Log-in/Log-out	Used to switch between the log-in and log-out mode.
Log-in/Log-out of a specified group	Used to have a Log-in/Log-out button for another incoming call distribution group.
Log-in/Log-out for all groups	Used to have a Log-in/Log-out button for all groups.
Hurry-up	Used to transfer the longest waiting call in the queue of an incoming call distribution group to the overflow destination.
Wrap-up	Used to switch the wrap-up status, Ready and Not Ready mode.
System Alarm	Used to confirm a PBX error. For more details, consult your dealer.

#### 1.1 Before Operating the Telephones

Buttons	Feature
Time Service (Day/Night/ Lunch/Break)	Used to switch the time service mode.
Answer	Used to answer an incoming call.
Release	Used to disconnect the line during or after a conversation or to complete a Call Transfer.
Toll Restriction/Call Barring	Used to change the toll restriction/call barring level of other extension users temporarily.
ISDN Service	Used to access an ISDN service.
Calling Line Identification Restriction (CLIR)	Used to switch between the CLIP and CLIR services.
Connected Line Identification Restriction (COLR)	Used to switch between the COLP and COLR services.
ISDN-Hold	Used to transfer a call using telephone company.
Headset	Used to talk using the headset.
Time Service Switching Mode (Automatic/Manual)	Used to switch the time service mode, Automatic or Manual.
Two-way Record	Used to record a conversation into your own mailbox.
Two-way Transfer	Used to record a conversation into the mailbox of a specific extension.
One-touch Two-way Transfer	Used to record a conversation into the mailbox of a specific extension with one-touch.
Live Call Screening (LCS)	Used to monitor your own voice mailbox while an incoming caller is leaving a message and, if desired, intercept the call.
Voice Mail Transfer	Used to transfer a call to the mailbox of a specified extension.

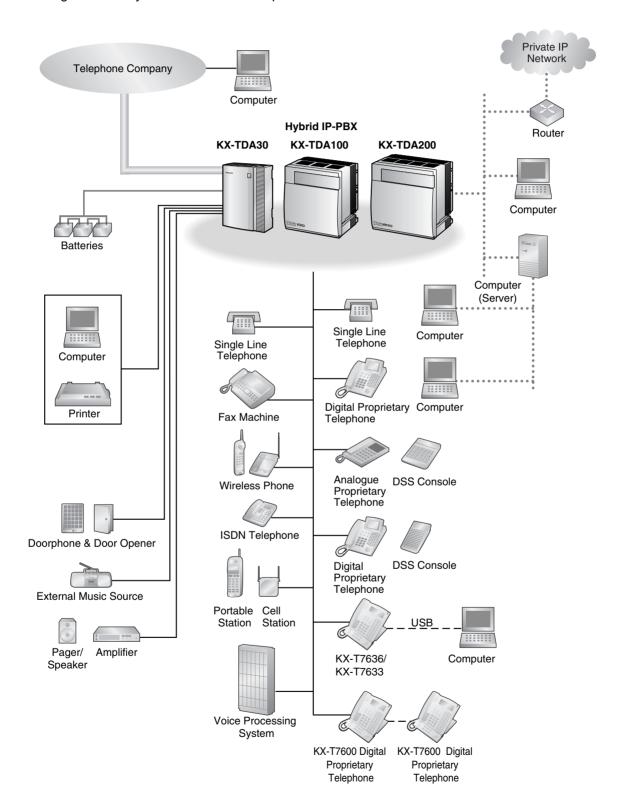
# **How to Follow the Steps**

An example of system operation is shown below.



# **Connection Example**

This diagram shows you a connection example.



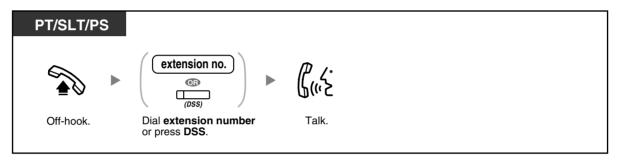
#### 1.2 **Making Calls**

#### **Basic Calling** 1.2.1

- Calling Another Extension
- Calling an Outside Party
- Making a Call to a Private Network (TIE Line Access)
- Using an Account Code (Account Code Entry)

## Calling Another Extension

#### To another extension (Intercom Call)





The DSS button light shows the current status as follows:

Off: The extension is idle.

Red on: Your or another extension is using the line.



- To call using a directory, refer to "1.11.2 Using the Directories".
- For quick operation If you are an operator or dial some extensions frequently, DSS buttons are useful.

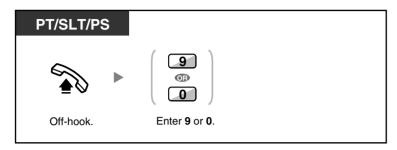


# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Direct Station Selection (DSS) button.

#### To an operator (Operator Call)

You can call an extension or a group assigned as the operator.





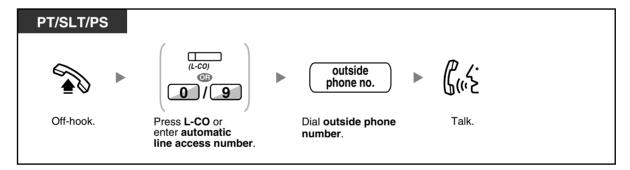
The operator call number (default) varies depending on country/area. For more details, consult your dealer.

## Calling an Outside Party

You have to seize an outside line before dialling an outside phone number because external calls are made via your PBX.

Select one of the following methods:

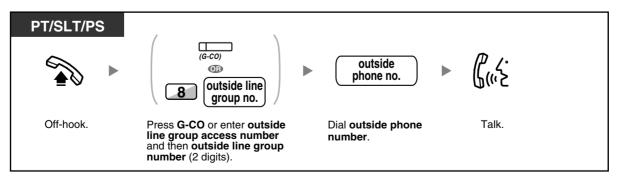
#### To select an idle outside line automatically (Automatic Line Access)



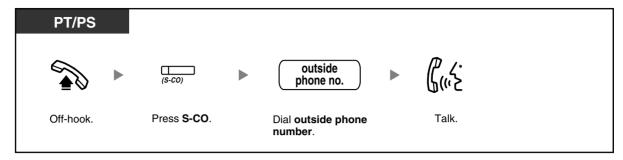


The automatic line access number (default) varies depending on country/area. For more details, consult your dealer.

# To select an idle outside line in the specified outside line group automatically (Outside Line Group Access)



#### To select the specified outside line





Each of the S-CO button or G-CO button light shows the current status as follows:

Off: The line is idle.

Red on: The line is in use.

You may be restricted from making a call to the specified outside party. To make a call, refer to "1.2.7 Calling without Restrictions".



- To confirm number before dialling, you can enter a phone number and confirm it on the display and then go off-hook. (Predialling)
- **Call Charge Reference** You can confirm your total call charges by pressing the Charge Reference button.
- To make a call to another party without going on-hook, press the FLASH/RECALL button. It will re-access the outside line and provide external dial tone. Pressing the Terminate button will provide intercom dial tone. You can dial the new phone number without going on/off-hook.



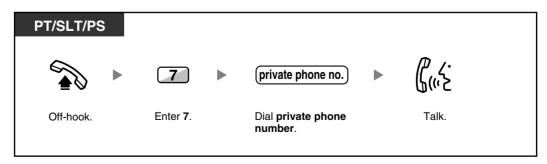
# Customising Your Phone

- 3.1.2 Settings on the Programming Mode-Preferred Line Assignment—Outgoing Select the seized line when going off-hook.
- 3.1.3 Customising the Buttons Create or edit a Loop-CO (L-CO) button, a Group-CO (G-CO) button, a Single-CO (S-CO) button, a Terminate button or a Charge Reference button.

## Making a Call to a Private Network (TIE Line Access)

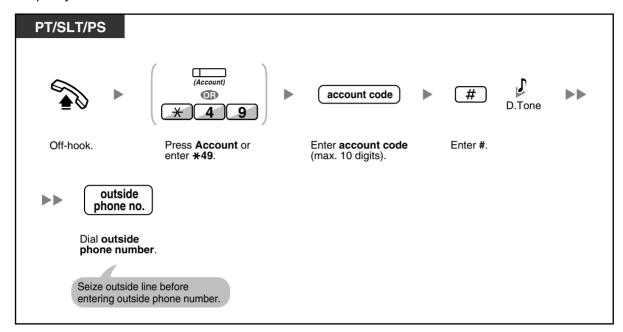
When your PBX is connected to a private network, you can access it.

#### To call



# **♦♦ Using an Account Code (Account Code Entry)**

You may give a specified account code to extension users and check their telephone usage. You can specify an account code for each client and check the call duration.





- A Panasonic proprietary telephone extension user can enter an account code during a conversation and when hearing reorder tone after the other party hangs up.
- Account codes may use the digits "0" through "9".
- If you enter the wrong code, press the "X" key and re-enter the account code.



- You may not be able to make an outside call without an account code. Entry mode is assigned to each user. Ask your manager for your mode.
- For your convenience, you can store the code with the phone number in the memory (e.g., Speed Dialling).



#### **Customising Your Phone**

• 3.1.3 Customising the Buttons Create or edit an Account button.

# 1.2.2 Easy Dialling

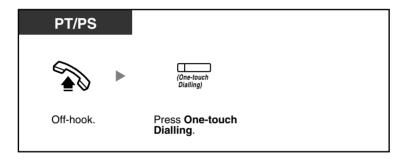
This is convenient for frequently dialled phone numbers.

- With a One Touch Button (One-touch Dialling)
- Using Numbers Stored at Your Extension (Personal Speed Dialling)
- Using Numbers Stored in the PBX (System Speed Dialling)
- To a Preset Number by Going Off-hook (Hot Line)
- Using a Preprogrammed Number (Quick Dialling)

## With a One Touch Button (One-touch Dialling)

You can store a phone number into the flexible button for one-touch operation.





## B

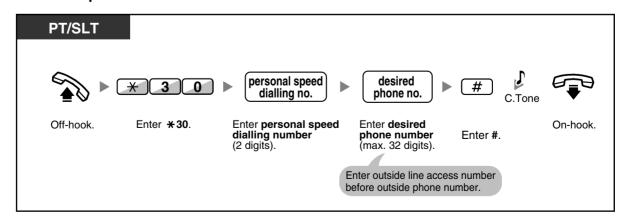
#### **Customising Your Phone**

3.1.3 Customising the Buttons
 Create or edit a One-touch Dialling button, store the desired phone number or feature number.

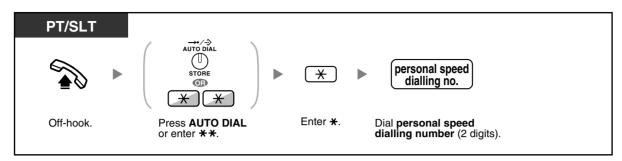
# ◆ Using Numbers Stored at Your Extension (Personal Speed Dialling)

You can store numbers at your extension for your personal use. (Default: 10 numbers, 00-09) This feature is also known as Station Speed Dialling.

#### To store a phone number



#### To dial

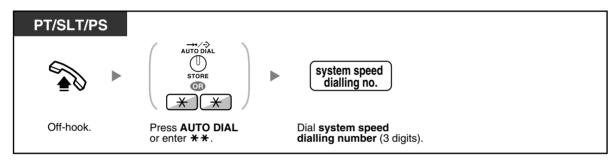




To call using a directory, refer to "1.11.2 Using the Directories".

### Using Numbers Stored in the PBX (System Speed Dialling)

You can make calls using speed dialling numbers stored in the PBX.



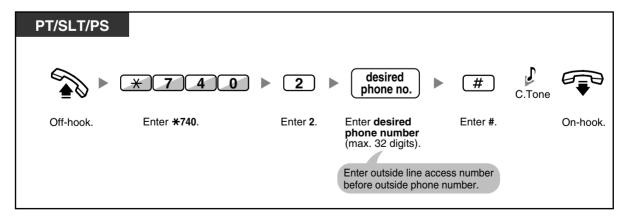


To call using a directory, refer to "1.11.2 Using the Directories".

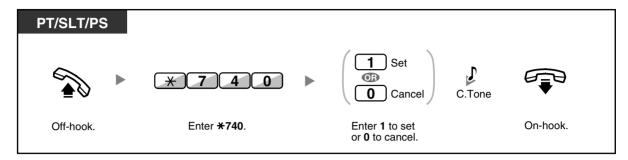
# **♦** To a Preset Number by Going Off-hook (Hot Line)

You can make an outside call simply by going off-hook if you have preprogrammed your phone. This feature is also known as Pickup Dialling.

#### To store a phone number



#### To set/cancel



#### To dial





- **To call another party**, dial the desired party's phone number before the preprogrammed number is dialled.
- You should assign the intercom line as the seized line when going off-hook. (Preferred Line Assignment—Outgoing)
- If cancelling Hot Line is difficult because this feature is activated immediately after going off-hook, consult your dealer.

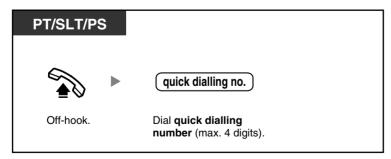


#### **Customising Your Phone**

 3.1.2 Settings on the Programming Mode—Preferred Line Assignment—Outgoing Select the seized line when going off-hook.

# **♦** Using a Preprogrammed Number (Quick Dialling)

You can make a call simply by pressing the preprogrammed number for quick dialling. For details, consult your manager or dealer.





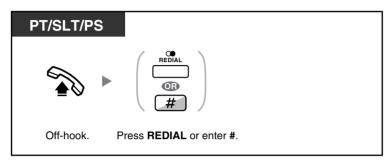
It is a useful feature for Hotel.
 For example, to dial the Room Service, dial the digit "3", not the full extension number.

#### 1.2.3 Redial

This is convenient when calling the same outside party again.

Redialling the Last Number You Dialled (Last Number Redial)

# Redialling the Last Number You Dialled (Last Number Redial)





- Up to 32 digits can be stored and redialled.
- After pressing REDIAL, if you hear a busy tone again, press REDIAL to retry.



#### Automatic Redial

**To redial automatically,** press the SP-PHONE button and then the REDIAL button, or press the REDIAL button directly. It will keep trying the busy number until the called party answers or until a specified timeout.

You can perform other tasks during dialling. To cancel, press the FLASH button. Some outside lines may not support this feature.

This feature is not available for the KX-T7665 and PS.

# 1.2.4 When the Dialled Line is Busy or There is No Answer

- Reserving a Busy Line (Automatic Callback Busy)
- Setting Callback on an ISDN Line (Completion of Calls to Busy Subscriber [CCBS])
- Sending a Call Waiting Tone (Call Waiting)
- Leaving a Message Waiting Indication/Calling Back the Caller Who Left an Indication (Message Waiting)
- Joining an Existing Call (Executive Busy Override)
- Monitoring Another Extension (Call Monitor)
- To an Extension Refusing the Call (DND Override)

## Reserving a Busy Line (Automatic Callback Busy)

You can set the telephone to receive callback ringing:

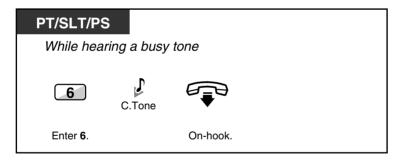
- when a dialled extension becomes idle.
- when your desired outside line that is in use by another extension becomes idle.

You cannot set Automatic Callback Busy for a busy party outside of the PBX.

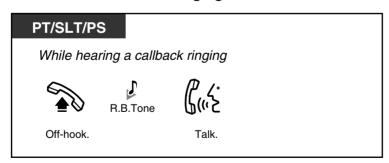
When you answer the callback ringing:

- For an outside call: The line is seized.
- For an intercom call: The called extension starts ringing automatically.

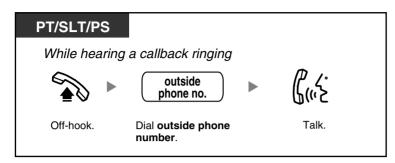
#### To set (for both extension and outside line)



#### To answer the callback ringing from an idle extension



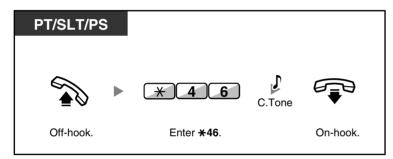
#### To answer the callback ringing from an idle outside line





If you do not answer the callback ringing within 10 seconds, this feature will be cancelled.

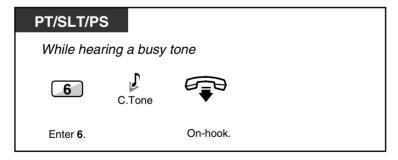
#### To cancel callback ringing (Automatic Callback Busy Cancel)



# ◆ Setting Callback on an ISDN Line (Completion of Calls to Busy Subscriber [CCBS])

You can set the telephone to receive callback ringing when a busy called party on an ISDN line becomes free.

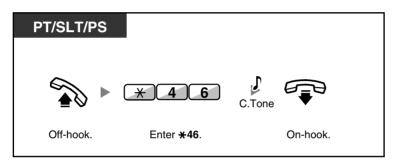
When you answer the callback ringing, the called party's telephone number is automatically dialled.



#### To answer while hearing a callback ringing



#### To cancel (CCBS Cancel)

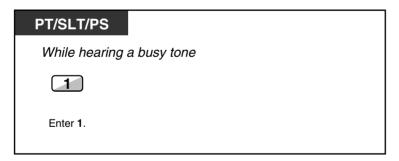




- If you do not answer within a specified time period, this feature will be cancelled.
- Availability of this feature depends on the ISDN service offered by your telephone company.

## Sending a Call Waiting Tone (Call Waiting)

You can inform the called party that your call is waiting. This feature is also known as Busy Station Signalling (BSS).





Depending on the other party's telephone, the "Off-hook Call Announcement (OHCA)" and the "Whisper OHCA" features can be used. You can talk to the other party through the speaker and the microphone (OHCA) or you only send a call announcement through the handset (Whisper OHCA), if they are having another conversation using the handset. Refer to "1.7.3 Receiving Call Waiting (Call Waiting/Off-hook Call Announcement [OHCA]/ Whisper OHCA)".

# ◆ Leaving a Message Waiting Indication/Calling Back the Caller Who Left an Indication (Message Waiting)

#### ◆ For a caller

When the called extension is busy or does not answer your call, you can leave a notification so that the called party may call you back.

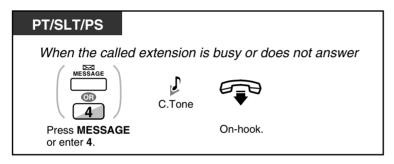
#### ◆ For a called extension

As a message receiver, the Message button light or Message/Ringer Lamp lets you know that a call has been received. If you receive notification, you can call the caller back by a simple operation.

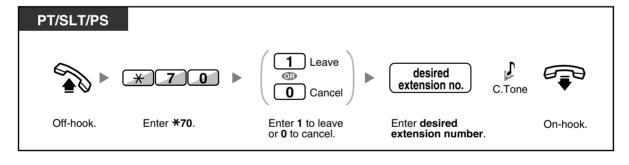


#### ◆ For a caller

#### To leave a message waiting indication

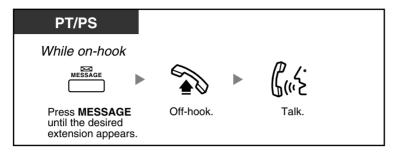


#### To leave/cancel a message waiting indication

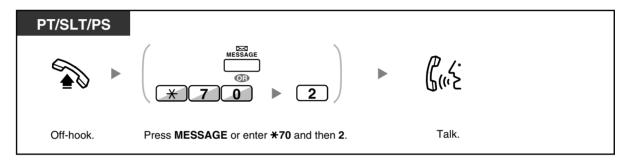


#### **♦** For a called extension

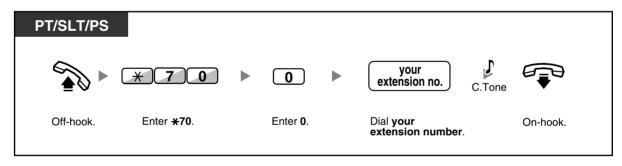
#### To check the left message and call back



#### To call back



#### To clear message waiting indications left on your extension





The Message button light or Message/Ringer Lamp shows the current status as follows:
 Off: No message

Red on: You have a message.

- The display shows the messages starting with the most recent call.
- At a called extension, the MESSAGE button allows you to clear message waiting indications if you do not want to call the callers back. To clear, press the MESSAGE button and then press the soft button.
- On your PT, you can establish one or more "Message for another extension" buttons.
   These buttons can accept the message waiting notification of other extensions or various incoming call distribution groups.
  - In other words, you can monitor the message waiting notifications of other telephones.
- A single line telephone extension user will receive a special dial tone as message waiting notification when going off-hook.
- KX-TDA100/KX-TDA200 only

The message waiting lamp of a single line telephone can also let you know that you have a message in the same way as the Message button.



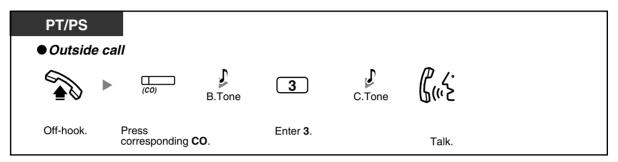
#### **Customising Your Phone**

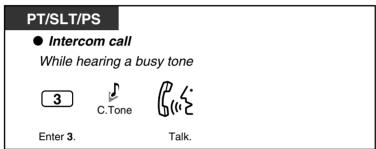
• 3.1.3 Customising the Buttons
Create or edit a Message button or Message for another extension button.

# **♦** Joining an Existing Call (Executive Busy Override)

The preprogrammed extension can call someone who is busy on the telephone and establish a three-party conversation.

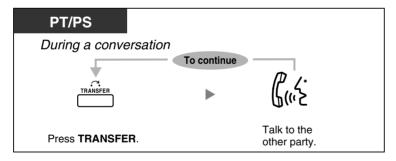
## To join





# **♦** For the joined extension

## To talk to each party alternately



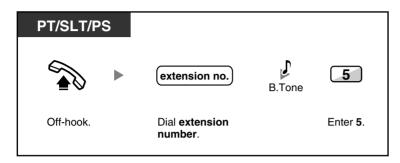


You can also deny others the possibility of joining your conversation (Default: Allow). Refer to "1.7 Setting the Telephone According to Your Needs".

# **Monitoring Another Extension (Call Monitor)**

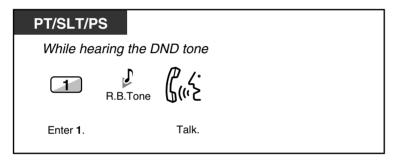
The preprogrammed extension can monitor another extension.

### To monitor



# **♦** To an Extension Refusing the Call (DND Override)

The preprogrammed extension can call someone who has set the DND feature.

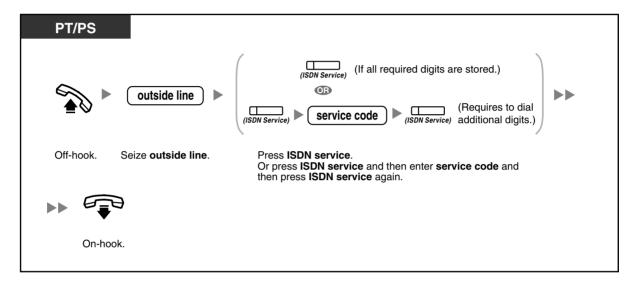


# 1.2.5 Accessing the ISDN Service (ISDN Service Access)

You can access services provided by the ISDN.



### To access





Availability of features depends on the ISDN service of your telephone company.



### **Customising Your Phone**

 3.1.3 Customising the Buttons Create or edit an ISDN Service button.

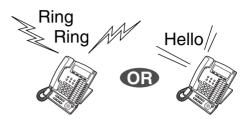
# 1.2.6 Alternating the Calling Method (Alternate Calling—Ring/Voice)

The caller can alternate the alerting method, either ring or voice, when making an intercom call.

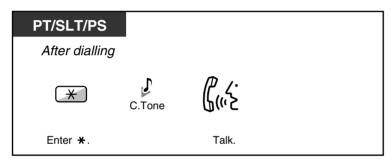
On the other hand, any extension can set the alerting method, either ring or voice, when receiving an intercom call.

**Ringing (Default):** You can call the other party with a ring tone.

**Voice-calling:** You can talk to the other party immediately after confirmation tone.



### To change the method





- If the called party uses a single line telephone or portable station, Voice-calling is not available.
- This feature is not available when the called party's telephone is in the Voice Call Deny mode.



#### **Customising Your Phone**

• 3.1.2 Settings on the Programming Mode—Alternate Receiving—Ring/Voice Select the alerting method, either ring or the other party's voice.

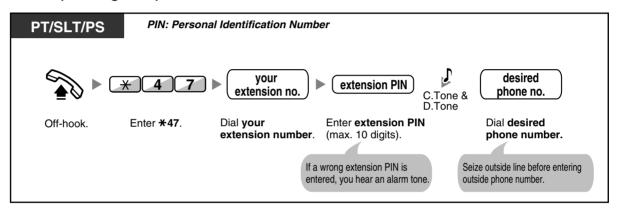
# 1.2.7 Calling without Restrictions

— Using Your Calling Privileges at Another Extension (Remote COS Access)

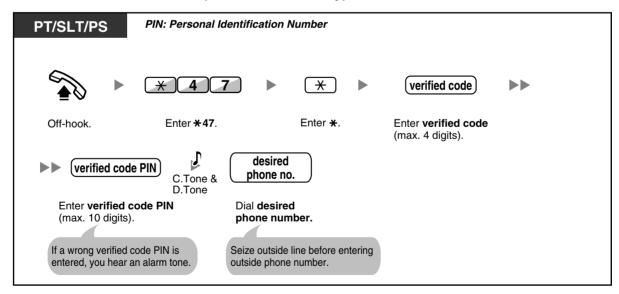
# ◆ Using Your Calling Privileges at Another Extension (Remote COS Access)

You can use your calling privileges (Class of Service) at another extension. You may override restrictions which have been set. To use this feature, an original extension number and an extension PIN (Personal Identification Number) are required. You can make a call by entering a verified code and verified code PIN. For the available verified code, ask your manager.

#### To call (Walking COS)



## To call with a verified code (Verified Code Entry)



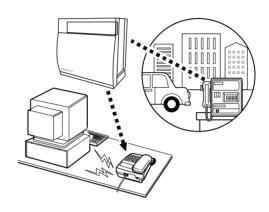
# 1.2.8 To Access Another Party Directly from Outside (Direct Inward System Access [DISA])

- Calling through DISA

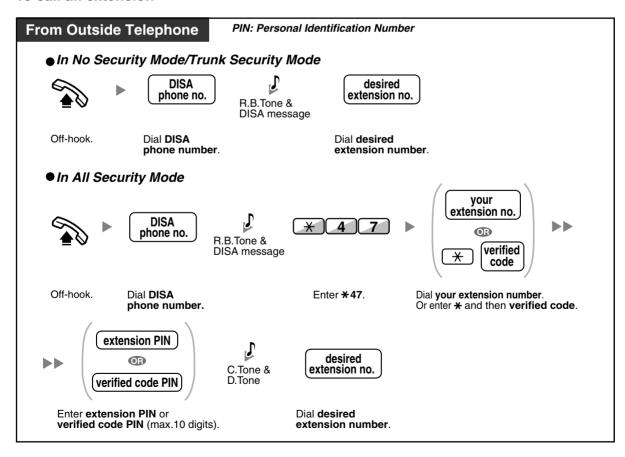
# Calling through DISA

When outside callers access extensions in the PBX, a prerecorded message greets the caller and gives information about how to access an extension. You do not need the operator's assistance.

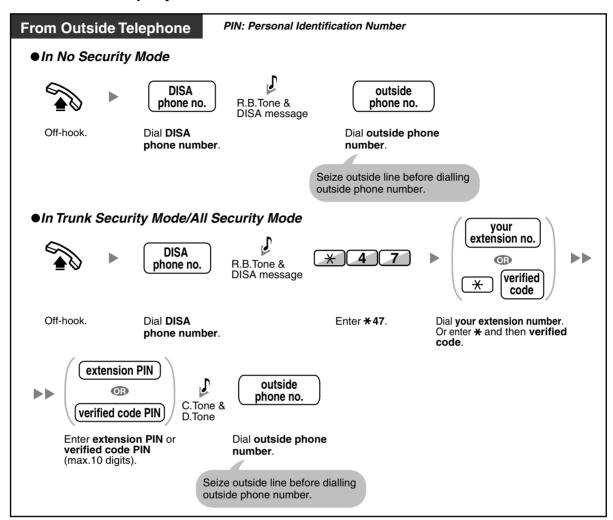
You may be able to access system features or call an outside party with your password depending on the security mode. Ask your manager for the mode assigned to your PBX.



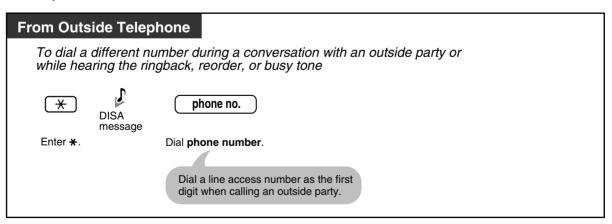
#### To call an extension



### To call an outside party



## To retry





#### WARNING

When you enable the Outside-to-Outside Call feature of DISA, and a third party discovers the password (verified code PIN/extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:

- a) Carefully maintain the secrecy of the PIN.
- b) Specify a complicated PIN as long and random as you can make it.
- c) Change the PIN frequently.
- Time limit

Both parties will hear an alarm tone fifteen seconds before the specified time limit. To extend, press any dial button except  $\times$ .

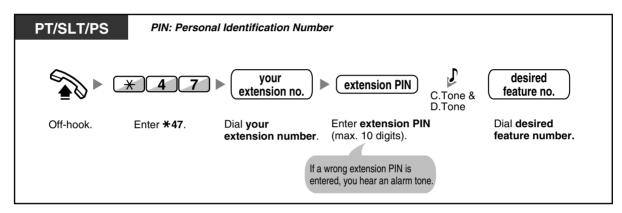
• If Built-in Automated Attendant service is set, you can access the desired extension simply by pressing a single digit (0-9) from the options given the prerecorded message.

# 1.2.9 Setting Your Telephone from Another Extension or through DISA (Remote Setting)

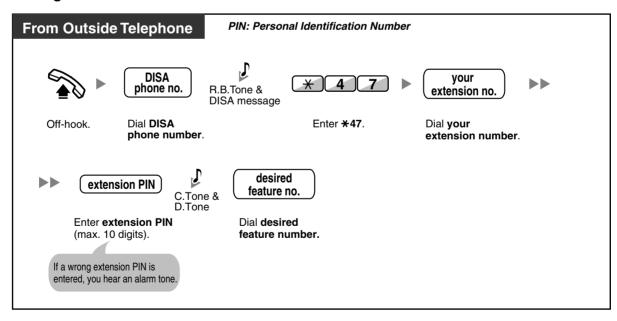
You can set the following features on your telephone from another extension or through DISA.

- Call Forwarding (FWD)/Do Not Disturb (DND)
- Changing the Log-in/Log-out Status of Extensions
- Absent Message
- Extension Lock
- Time Service—Changing the Time Mode (Day/Night/Lunch/Break)

#### From another extension

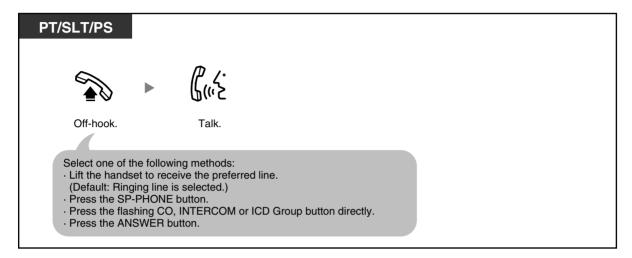


### **Through DISA**



# 1.3 Receiving Calls

# 1.3.1 Answering Calls





The ICD Group button light shows the current status as follows:

Off: Idle

**Green on**: The line is in use. (You are using the line.)

**Red on**: Your extension is in Log-out mode from the incoming call distribution group.



### **Customising Your Phone**

• 3.1.2 Settings on the Programming Mode—

Preferred Line Assignment—Incoming

Select the seized line when going off hook.

Alternate Receiving—Ring/Voice

Select the Calling method, either ring or the other party's voice.

• 3.1.3 Customising the Buttons Create or edit an Incoming Call Distribution Group (ICD Group) button.

# 1.3.2 Answering Hands-free (Hands-free Answerback)

You can answer an incoming call without going off-hook as soon as the line is connected. When an intercom call arrives, you will hear the caller talking without the phone ringing. When an outside call arrives, you will hear the caller talking after a preprogrammed number of rings. Hands-free Answerback for outside calls requires System Programming. Consult your dealer.



### To set/cancel





• The AUTO ANS button light shows the current status as follows:

Off: Not set On: Set

• For a PS user, refer to "Operating Instructions" for PS.

# 1.3.3 Answering a Call Ringing at Another Telephone (Call Pickup)

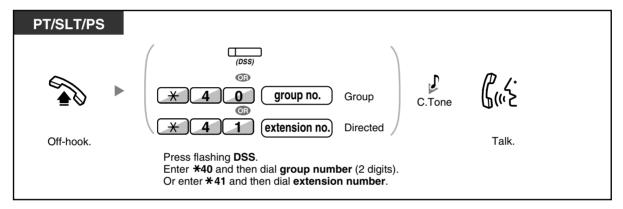
- Answering a Call from Another Telephone (Call Pickup)
- Denying Other People the Possibility of Picking Up Your Calls (Call Pickup Deny)

# Answering a Call from Another Telephone (Call Pickup)

You can answer an incoming call that is ringing at another extension or group from your phone without leaving your desk.

The following types of pickup are available:

**Group Call Pickup:** Picks up a call within your group. **Directed Call Pickup:** Picks up a specified extension's call.

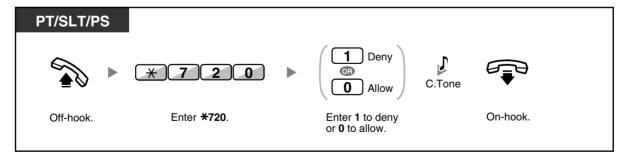




- If you receive a call waiting tone, you can ask a third party to pick up your second call with Directed Call Pickup.
- If there are multiple incoming calls for the same group, the longest waiting call is received first

# **♦** Denying Other People the Possibility of Picking Up Your Calls (Call Pickup Deny)

You can deny or allow other people to pick up your calls.

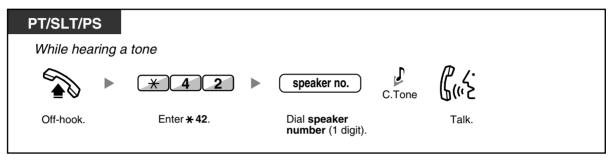


# 1.3.4 Answering a Call via an External Speaker (Trunk Answer From Any Station [TAFAS])

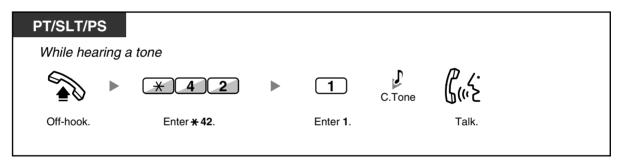
You can be notified of incoming outside calls through an external speaker. These calls can be answered from any extension.

## Through an external speaker

<KX-TDA100/KX-TDA200>



<KX-TDA30>

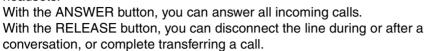




• You can also receive a paging announcement via a speaker with this operation.

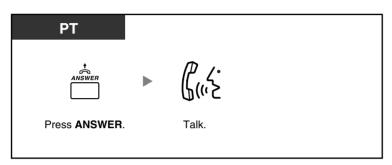
# 1.3.5 Using the ANSWER/RELEASE Button

The ANSWER and RELEASE buttons are convenient for operators using headsets.

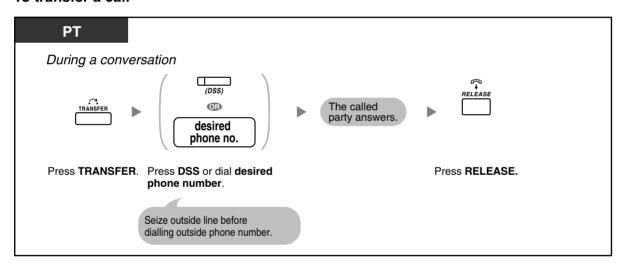




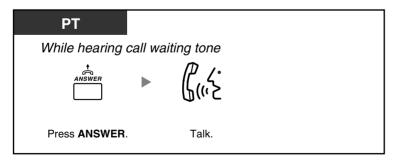
### To answer



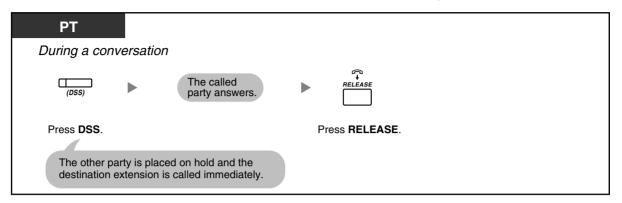
#### To transfer a call



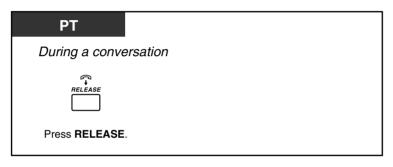
## To talk to a waiting caller



## To transfer an outside call to an extension with a one-touch operation



### To end a conversation





# Customising Your Phone

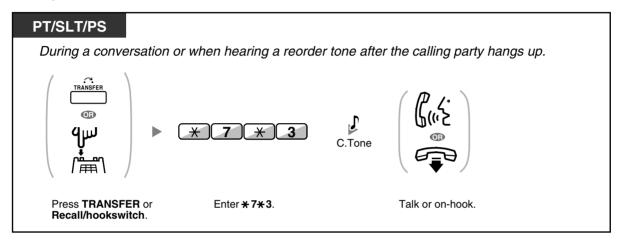
3.1.3 Customising the Buttons Create or edit an Answer button or a Release button.

# 1.3.6 Identifying Malicious Calling Parties (Malicious Call Identification [MCID])

You can ask your telephone company to trace a malicious calling party during a conversation or after the calling party hangs up.

You will receive the information on the malicious call later on.

### To request MCID





Availability of this feature depends on the ISDN service of your telephone company.

# 1.4 During a Conversation

# 1.4.1 Transferring a Call (Call Transfer)

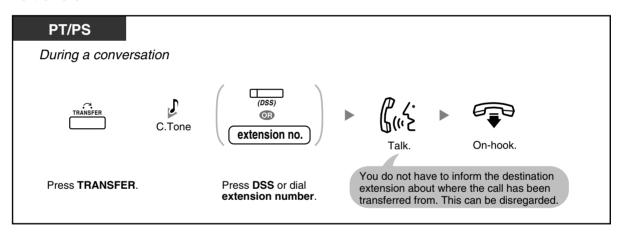
- Transferring to an Extension on the PBX
- Transferring to an Outside Party Using the PBX Service
- Transferring a Call Using the ISDN Service (Call Transfer [CT]—by ISDN)

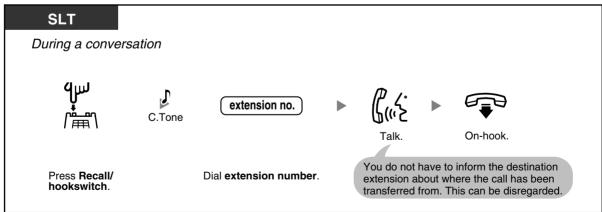


- You can transfer a held call without talking by going on-hook.
  If a call is not retrieved within a specified time, you will hear an alarm as a reminder. And, if an outside call is not answered within a specified time, it is automatically disconnected.
- If you hear an alarm tone, the destination extension did not answer the call. Answer the call.

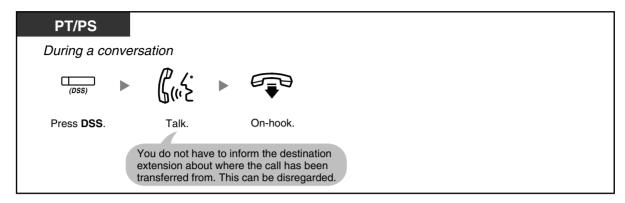
# Transferring to an Extension on the PBX

#### To transfer





### To transfer with one-touch (One-touch Transfer)

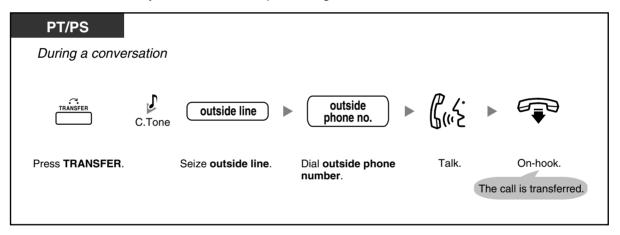


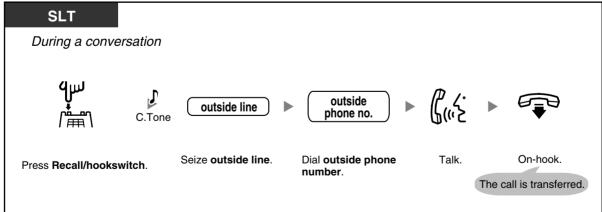


Even if the transferred party does not answer, you can go on-hook.

# Transferring to an Outside Party Using the PBX Service

Some extensions may be restricted from performing this feature.







#### **Time limit**

Both the caller and the transferred party will hear an alarm tone fifteen seconds before a specified time period.

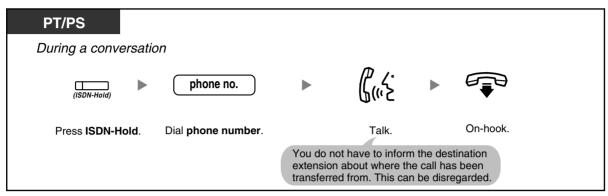
To return to the held call before the destination answers, press the TRANSFER button, corresponding CO, ICD Group or INTERCOM button, or the hookswitch.

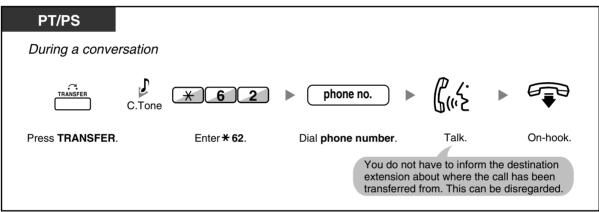


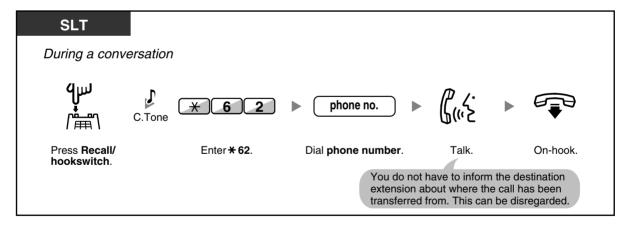
# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Direct Station Selection (DSS) button.

# **♦** Transferring a Call Using the ISDN Service (Call Transfer [CT] by ISDN)









- To retrieve the held call, press the TRANSFER button, Recall/hookswitch.
- Even if you go on-hook while transferring a call, it is transferred.
- After the call is transferred, the line becomes idle.



# Customising Your Phone

3.1.3 Customising the Buttons Create or edit an ISDN-Hold button.

# 1.4.2 Holding a Call

- Holding
- Holding in a System Parking Zone (Call Park)

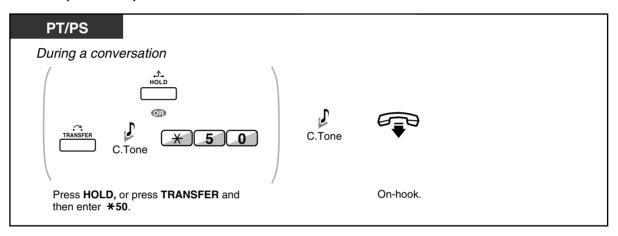


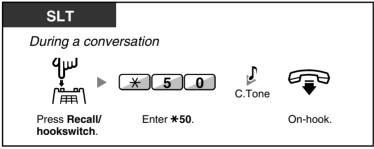
If a call is not retrieved within a specified time, you will hear an alarm as a reminder. And, if an outside call is not answered within a specified time, it is automatically disconnected.

# **Holding**

There are two types of hold. The difference between them is that other people can retrieve your held call (Regular Hold) or not (Exclusive Call Hold). As they can be alternated, ask your manager what the current mode is.

## To hold (Call Hold)

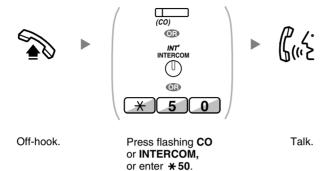




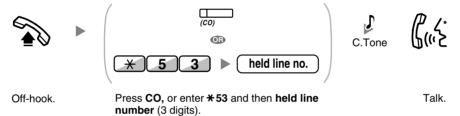
### To retrieve a call (Call Hold Retrieve)



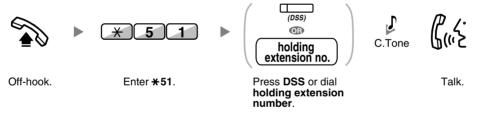
• At the holding extension (Call Hold Retrieve)



 To retrieve an outside call from another extension—only Regular Hold (Call Hold Retrieve—Specified with a held line number)



● To retrieve an intercom call or outside call from another extension—only Regular Hold (Call Hold Retrieve–Specified with a holding extension number)





The CO or INTERCOM button light shows the current status as follows:

- Regular Hold mode

Flashing green slowly: Your held call Flashing red: Another extension's held call

Exclusive Call Hold mode

Flashing green rapidly: Your held call Red on: Another extension's held call

Hold Mode Change (PT only)

After pressing the HOLD button, if you press the HOLD button again, the status switches from the Regular Hold mode to the Exclusive Call Hold mode or from the Exclusive Call Hold mode to the Regular Hold mode.



For simple operation, you can automatically hold a call by pressing another CO, ICD Group or INTERCOM button, only if preprogrammed. (Automatic Call Hold) Consult your dealer.

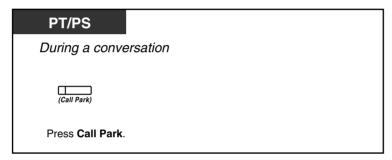
# **♦** Holding in a System Parking Zone (Call Park)

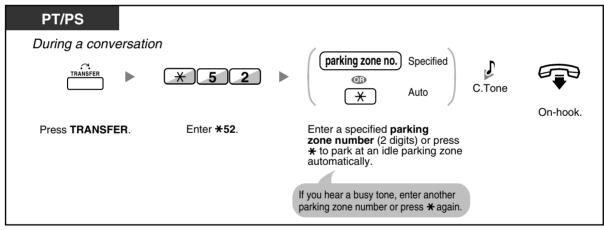
You can put a call on hold in a common parking zone of the PBX so that any extension can retrieve the parked call. You can use this feature as a transferring feature.

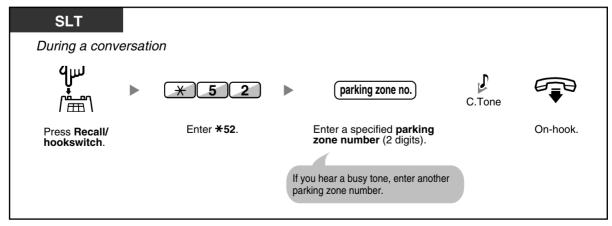
A call can be put into either a specified parking zone (Specified) or any idle parking zone (Auto). If a Call Park button and Call Park (Automatic Park Zone) button have been established, you can select either way to park by simply pressing the corresponding button.

When a call is parked automatically, or more than one call has been parked at the same time, you need to specify the parking zone number to retrieve the required call.

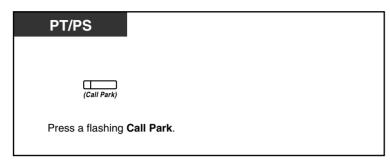
# To set

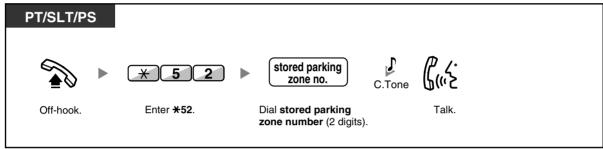






### To retrieve (Call Park Retrieve)







If a call is parked automatically, confirm the parking zone number on the display.



- If you hear a reorder tone when retrieving a parked call, there is no held call. Confirm the stored parking zone number.
- After you park a call, you can perform other operations.



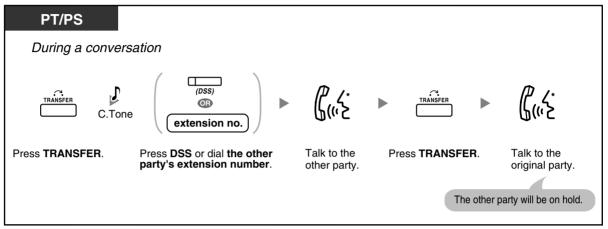
# Customising Your Phone

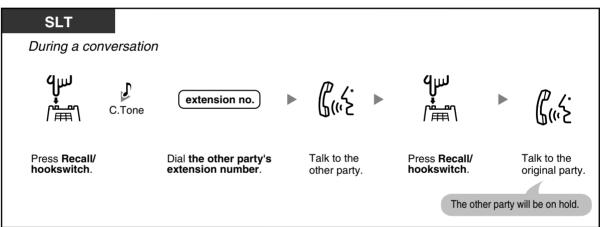
3.1.3 Customising the Buttons Create or edit a Call Park button or Call Park (Automatic Park Zone) button.

# 1.4.3 Talking to Two Parties Alternately (Call Splitting)

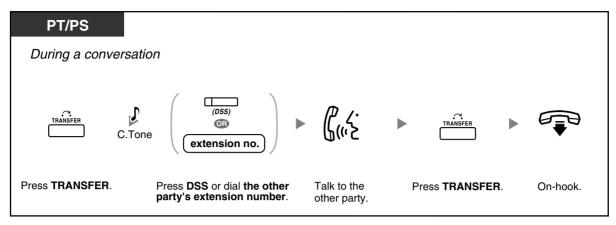
When talking to one party while the other party is on hold, you can swap the calls back and forth (alternately).

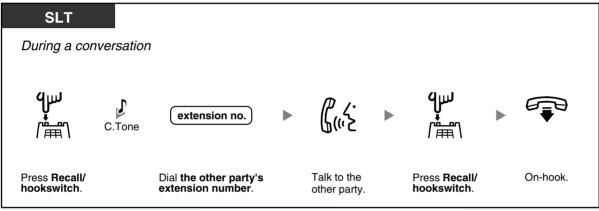
## To alternate between the parties leaving one party on hold temporarily





## To leave the conversation and then let the two parties talk





# 1.4.4 Answering Call Waiting

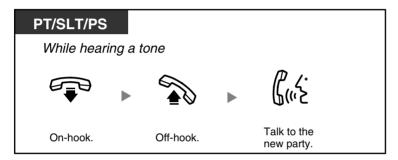
- Answering Call Waiting in the PBX
- Answering Call Waiting from the Telephone Company

# **Answering Call Waiting in the PBX**

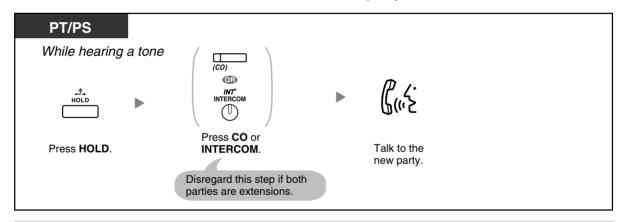
During a conversation, a call waiting tone or voice announcement through the speaker or the handset occurs when an outside call has been received or another extension is letting you know a call is waiting. You must activate this feature to use it. (Default: Disable—No call [Intercom calls]/No tone [Outside calls])

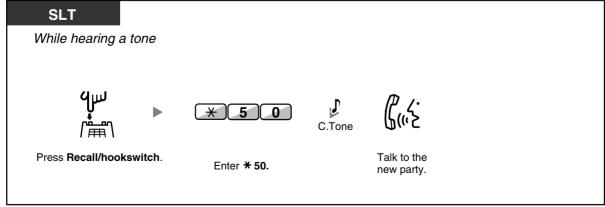
You can answer the second call by disconnecting (1) or holding (2) the current call.

### 1. To disconnect the current call and then talk to the new party



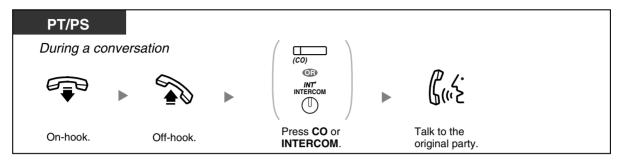
#### 2. To hold the current call and then talk to the new party

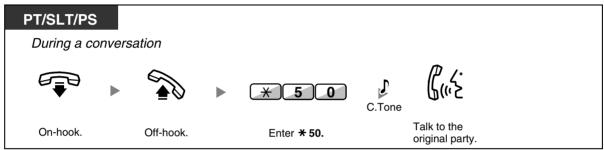




After talking to the new party (second call), you can disconnect (2.1) or hold (2.2) it and then retrieve the first call.

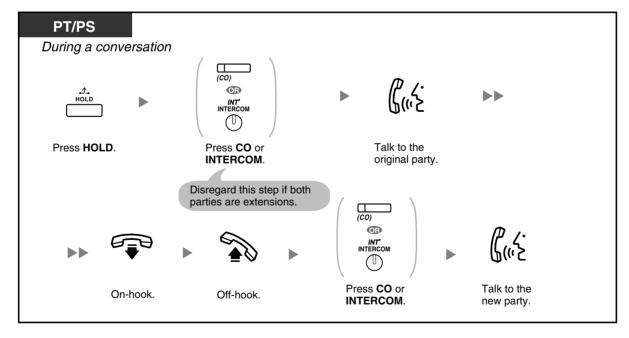
## 2.1 To disconnect the second call and then talk to the original party

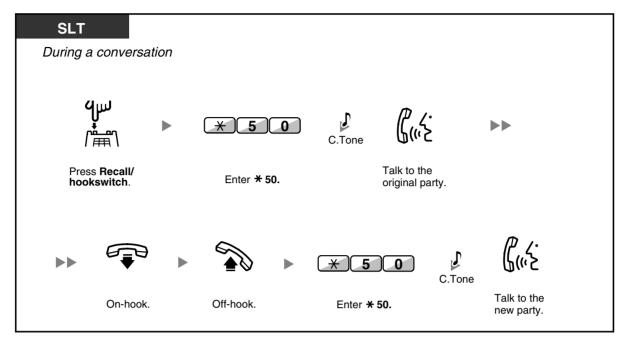




### 2.2 To hold the second call and then talk to the original party

After holding it, you can talk to the original party. Then, you can disconnect it and then talk to the new party again.





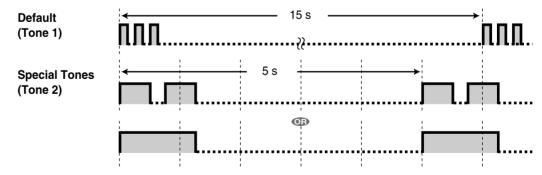


- Depending on your telephone, the "Off-hook Call Announcement (OHCA)" and the
  "Whisper OHCA" features can be used. You can talk to the other party through the speaker
  and the microphone (OHCA) or you can receive an announcement through the handset
  (Whisper OHCA), if you are having a conversation using the handset.
  Refer to "1.7.3 Receiving Call Waiting (Call Waiting/Off-hook Call Announcement [OHCA]/
  Whisper OHCA)".
- The caller's name or number is displayed for five seconds in ten second intervals while waiting to be answered.

# **K**

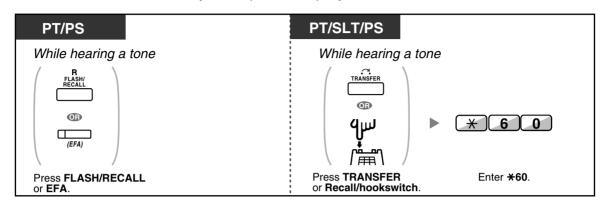
#### **Customising Your Phone**

• 3.1.2 Settings on the Programming Mode—Call Waiting Tone Type Selection If you select "Tone 1", you will hear the same tone for Call Waiting from an outside party and an extension. If you select "Tone 2", you will hear different tones for Call Waiting from an outside party and an extension.



# **Answering Call Waiting from the Telephone Company**

This is an optional telephone company service. You can receive a call waiting tone and the caller's information. For details, consult your telephone company.





- To return to the original party, repeat the operation.
- In this case, FLASH/RECALL button on proprietary telephones is in the External Feature Access (EFA) mode.



# Customising Your Phone

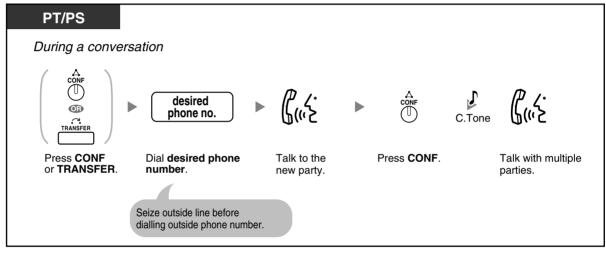
3.1.3 Customising the Buttons Create or edit an External Feature Access (EFA) button.

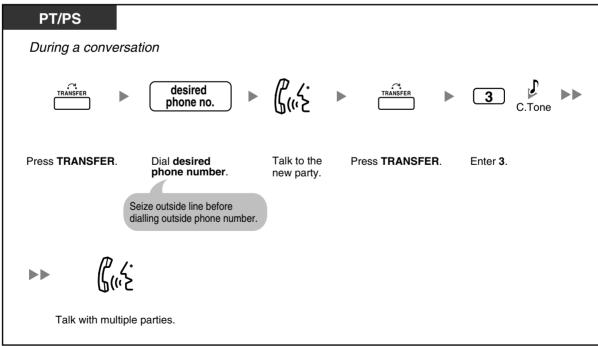
# 1.4.5 Multiple Party Conversation

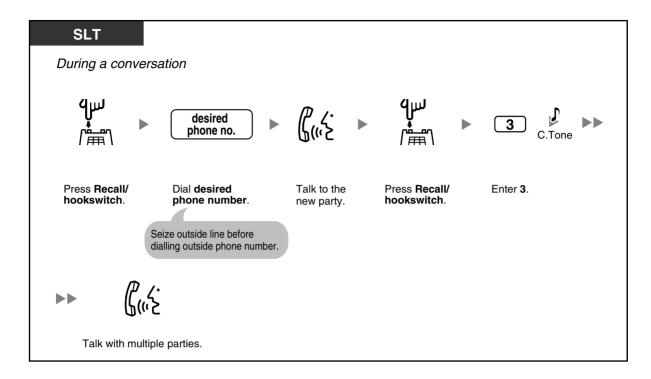
- Adding Other Parties during a Conversation (Conference)
- Leaving a Conference (Unattended Conference)
- Leaving a Conference (Leaving Three-party Conference)
- Letting a Third Party Join Your Call (Privacy Release)
- Adding a Third Party during a Conversation Using the ISDN Service (Three-party Conference [3PTY]—by ISDN)

# **Adding Other Parties during a Conversation (Conference)**

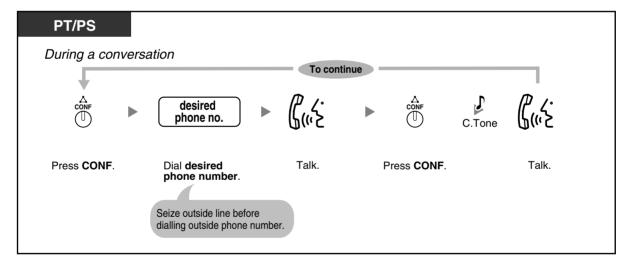
You can add one or more parties to your conversation.



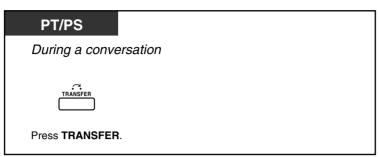


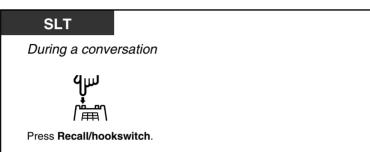


# To add four or more parties to a conference



### To talk alternately on three-party conversation







- During a three-party conversation, when you press TRANSFER, Recall/hookswitch, you can talk to the party who had a conversation previously. If you want to talk to the third party, press TRANSFER, Recall/hookswitch again.
- You can have a conference with maximum eight parties (comprising intercom or outside lines) simultaneously.



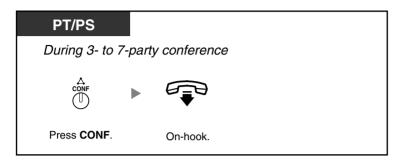
# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Conference button.

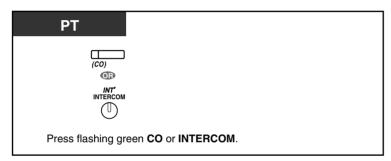
# **♦** Leaving a Conference (Unattended Conference)

The other parties can continue their conversation.

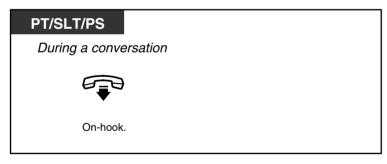
#### To leave a conference



## To return while others are talking



### To complete a conversation





#### **Time limit**

Both parties will hear an alarm tone before a specified timeout. The originating extension will hear an alarm tone before timeout. The call is disconnected when the time runs out unless the originating extension returns to the conference.



# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Conference button.

# **♦** Leaving a Conference (Leaving Three-party Conference)

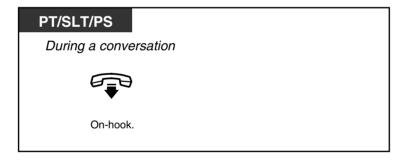
The other two parties can continue their conversation.

### To leave a conference





# To complete a conversation

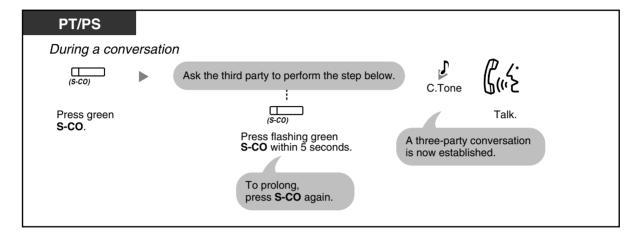


# **♦** Letting a Third Party Join Your Call (Privacy Release)

You can let a third party join your current outside call.



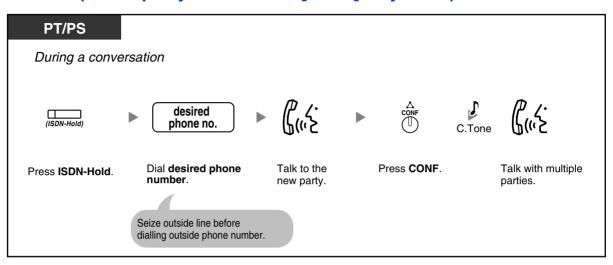
## To set

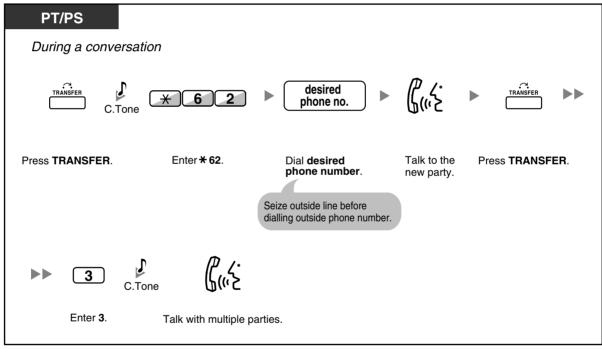


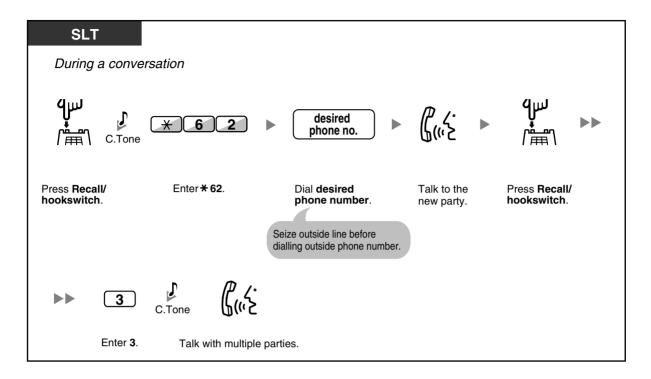


Only an S-CO button can be used for this operation.

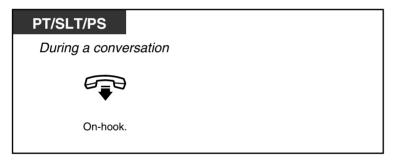
### Adding a Third Party during a Conversation Using the ISDN Service (Three-party Conference [3PTY]—by ISDN)







#### To complete a conversation





## Customising Your Phone

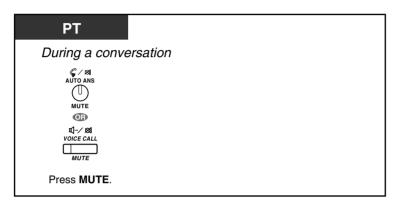
3.1.3 Customising the Buttons Create or edit an ISDN-Hold button.

### 1.4.6 Mute

You can disable the microphone or the handset to consult privately with others in the room while listening to the other party on the phone through the speaker or the handset.



#### To set/cancel





The AUTO ANS/MUTE or VOICE CALL/MUTE button light shows the current status as follows:

Off: Normal

Flashing red: Mute

• If mute is used during OHCA, it will become Handset Mute.

## 1.4.7 Letting Other People Listen to the Conversation (Off-hook Monitor)

You can let other people in the room listen to the conversation through the speaker while continuing the conversation using the handset.



#### To set/cancel



During a conversation using the handset



Press SP-PHONE.



- The SP-PHONE button light shows the current status as follows:
  - **Off**: The voice is heard through the handset.

**On**: The voice is heard through the speaker and the handset.

- This feature is controlled work by programming. Ask your manager.
- This feature may not be available with certain proprietary telephones. For more details, consult your dealer.



#### Hands-free operation

You can have a conversation in hands-free mode using the SP-PHONE button. You can perform other tasks simultaneously.

#### Helpful hints for hands-free operation:

- If it is difficult to hear the other party's voice;
   Raise the sound level using the Speaker Volume Control.
- If the other party has difficulty hearing you; Lower the sound level.
- · Absorbing echoes;

Using this unit in a room which has curtains or carpeting or both.

• To avoid missing part of the conversations;

If you and the other party speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.

## 1.4.8 Using the Headset (Headset Operation)

You can have a conversation using a headset.

In this case, you must select "Headset on" in programming mode or set the Headset button on (red) in advance.





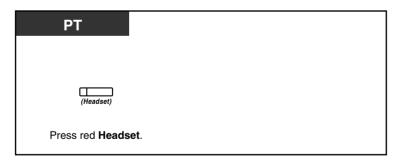
#### To talk using the headset



#### To use the handset during a conversation using the headset



#### To talk in hands-free mode during a conversation using the headset





The Headset button light shows the current status as follows:

Off: Headset mode off Red on: Headset mode on

• This feature is not available for the KX-T7665.



## Customising Your Phone

- 3.1.2 Settings on the Programming Mode—Headset Operation Select the equipment to use.
- 3.1.3 Customising the Buttons Create or edit a Headset button.

## 1.5 Before Leaving Your Desk

### 1.5.1 Forwarding Calls

- Forwarding Your Calls (Call Forwarding [FWD])
- Forwarding Your Calls Using ISDN Service (Call Forwarding [CF]—by ISDN)

### **Forwarding Your Calls (Call Forwarding [FWD])**

You can have your incoming calls forwarded to a specified destination.

#### **All Calls:**

All calls are forwarded. Preset extensions may also forward from their own receiving group.

#### Busy

All calls are forwarded when your extension is busy.

#### No Answer:

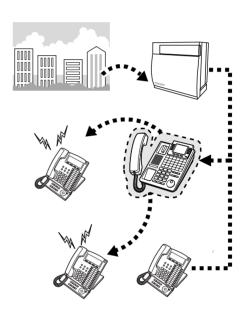
All calls are forwarded when you do not answer the call within a specified time period.

#### **Busy/No Answer (BSY/NA):**

All calls are forwarded when you do not answer within a specified time period or when your extension is busy.

#### Follow Me (From):

If you fail to set the above-mentioned "All Calls" to forward before you leave your desk, you can set the same feature from the destination extension.



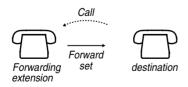


- You can set the voice mail floating extension number as a forward destination to receive calls into your mailbox.
- You can set your mobile telephone as the forward destination. The voice mail can be used to receive calls if you are unable to answer.
- Incoming calls can be forwarded up to four times.

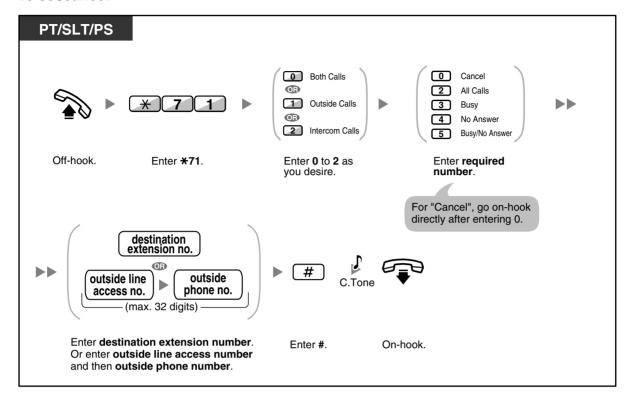
#### Boss & Secretary feature

The extension which has been set as the destination can call the forwarding extension.

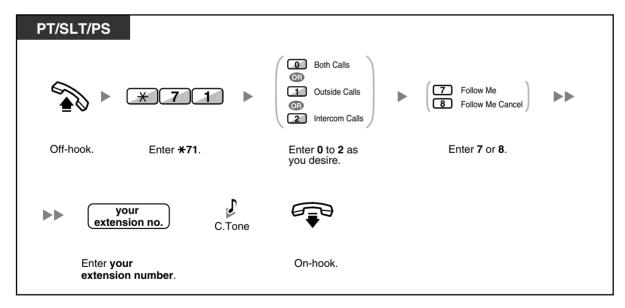
#### <Example>



#### To set/cancel



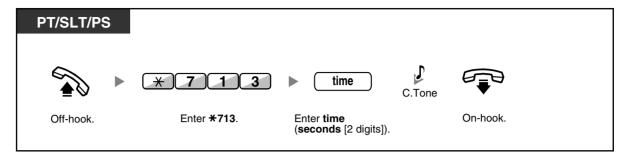
#### To set from another extension



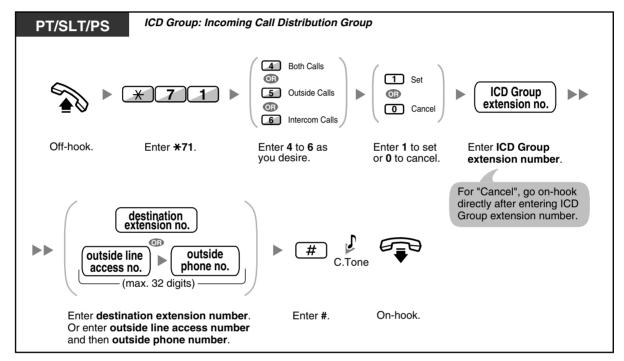


When using a proprietary telephone, you can set or cancel Call Forwarding by pressing the FWD/DND button (fixed button) instead of "X710".

#### To set the timer for "No Answer" and "Busy/No Answer"



#### To set/cancel (Call Forwarding [FWD] for your Incoming Call Distribution Group)





The FWD/DND button light shows the current status as follows:

Off: Both features are not set.

Red on: FWD mode

Flashing red slowly: DND mode

• The Group FWD button light shows the current status as follows:

Off: No set

Red on: FWD mode

The system has two modes: (1) FWD/DND Cycle Switch Mode and (2) FWD/DND Setting Mode. Ask your manager what mode your system is in if you are not sure.

#### (1) When in the FWD/DND Cycle Switch Mode:

Pressing the FWD/DND button (fixed button) while in idle status will cycle the setting as shown below:

$$\rightarrow$$
 FWD  $\rightarrow$  DND  $\rightarrow$  Off  $-$ 

#### (2) When in the FWD/DND Setting Mode:

Pressing the FWD/DND button (fixed button) while in idle status will take you directly to the programming mode for the FWD/DND setting. (Refer to "3.1.2 Settings on the Programming Mode".)

A FWD/DND button (customised button) is always in FWD/DND Cycle Switch Mode: the mode cannot be changed.

- Transferred outside calls are also forwarded to the destination assigned for outside calls.
- When intercom calls are set to be handled differently from outside calls (forwarding type, forward destination), we recommend establishing buttons for both FWD/DND—Outside calls and FWD/DND-Intercom calls, and/or Group FWD-Outside calls and Group FWD-Intercom calls, because:
  - a) the light patterns of the FWD/DND—Both calls button (including FWD/DND button [fixed button]) and the Group FWD—Both calls button will indicate the setting for either outside calls or intercom calls, but not both.

#### **Note**

The FWD icon on PS display reflects the setting for outside calls only.

b) pressing the FWD/DND—Both calls button (including FWD/DND button [fixed button]) or the Group FWD-Both calls button will not change the FWD or DND mode for intercom calls and outside calls separately.



## Customising Your Phone

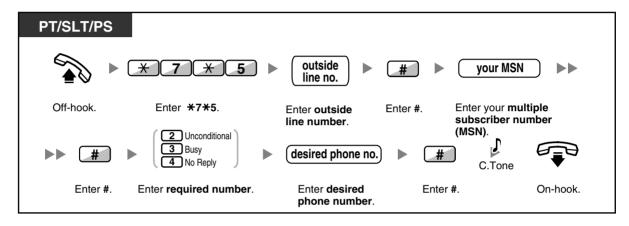
3.1.3 Customising the Buttons Create or edit FWD/DND (Both calls, Outside calls, Intercom calls) buttons, or Group FWD (Both calls, Outside calls, Intercom calls) buttons.

## **♦** Forwarding Your Calls Using ISDN Service (Call Forwarding [CF]—by ISDN)

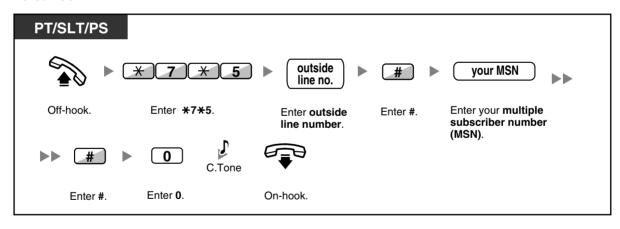
All calls are forwarded to an outside party using ISDN. The following types of call forwarding are provided by the ISDN service.

- Unconditional (Call Forwarding Unconditional [CFU])
- When your extension is busy (Call Forwarding Busy [CFB])
- When you do not answer (Call Forwarding No Reply [CFNR])

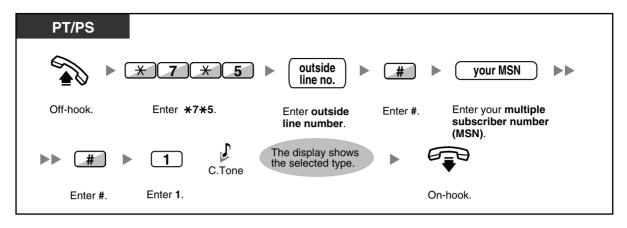
#### To set



#### To cancel



#### To confirm the condition

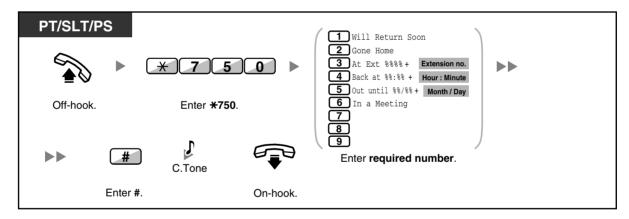


## 1.5.2 Showing a Message on the Caller's Telephone Display (Absent Message)

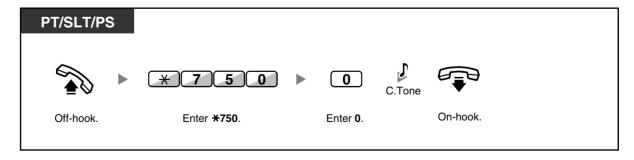
You can show the reason you do not answer, if the caller uses a Panasonic display proprietary telephone. There are eight preprogrammed messages and one for your personal message (16 characters). The selected message is shown on the display of your telephone.

Message no.	Message (Example)
1	Will Return Soon
2	Gone Home
3	At Ext %%% (Extension number)
4	Back at %%:%% (Hour:Minute)
5	Out until %%/%% (Month/Day)
6	In a Meeting
7	
8	
9	A message assigned for each extension. (Personal Absent Message)

#### To set



#### To cancel



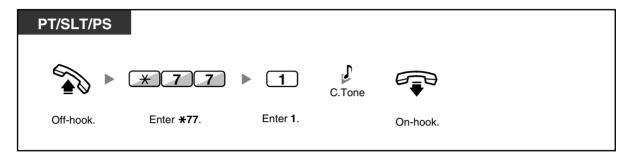


- Enter the desired value in the "%" positions. You must enter the correct number of characters as represented by the "%" using 0 to 9 or  $\times$ .
- The default messages can be changed. Consult your dealer.
- To create your personal message (Message no. 9), refer to "3.1.2 Settings on the Programming Mode".

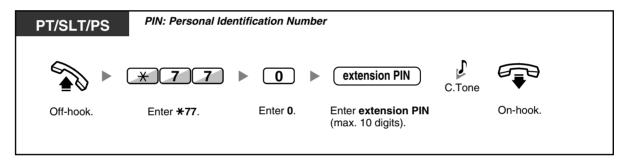
## 1.5.3 Preventing Other People from Using Your Telephone (Extension Lock)

You can lock your extension so that other users cannot make inappropriate outside calls. This feature is also known as Electronic Station Lockout.

#### To lock



#### To unlock





- If you forget the extension PIN or cannot unlock your phone, consult your manager. He can clear your extension PIN. Then, you can set the new PIN and unlock your extension by entering it.
- If your extension is locked by this feature, it cannot perform features as follows:
  - Making outside calls
  - Changing the call forwarding destination
- If you do not set extension PIN, you cannot lock and unlock.

## 1.6 Making/Answering an Announcement

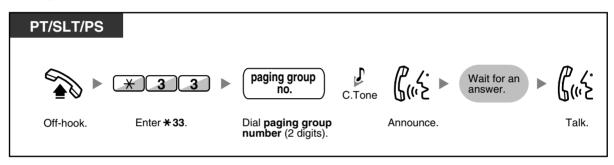
### 1.6.1 Paging

- Group Paging
- Paging and then Transferring a Call

### **Group Paging**

You can make a voice announcement to proprietary telephones or external speakers or both in the preset group simultaneously.

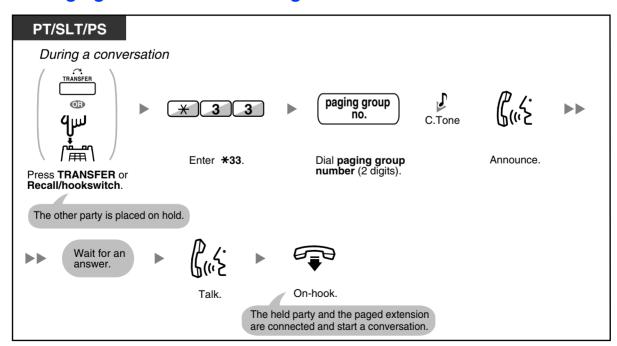
#### To page





If the group which you paged is already being used for paging, you hear a busy tone.

## **♦** Paging and then Transferring a Call

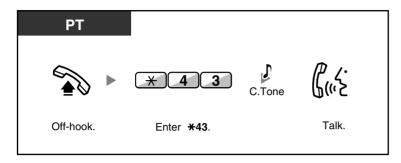




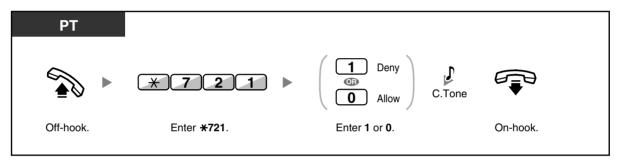
After you go on-hook, the caller can talk to the person who answers the page.

## 1.6.2 Answering/Denying a Paging Announcement

#### To answer



#### To allow/deny a paging announcement (Paging Deny)





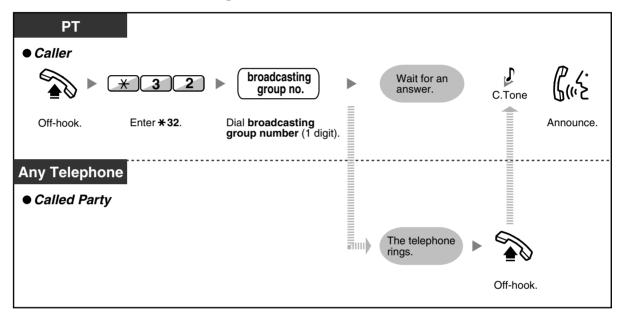
- The following are extensions that cannot receive a paging announcement:
  - Portable station
  - Single line telephone
  - Proprietary telephone that is ringing or busy
  - Proprietary telephone in Paging Deny mode
  - Proprietary telephone in DND mode
- Even if the announcement is not paging your extension, you can answer it, if it is paging your group.

## 1.6.3 Making an Announcement and Having a Multiple Party Conversation (Broadcasting)

You can call multiple parties assigned in the group and make a voice announcement. You can also establish a multiple party conversation with called parties. This conversation will be heard by other called parties.

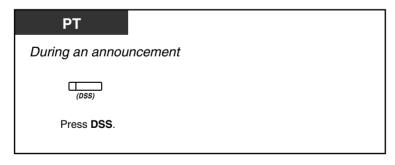
Called parties can listen to the announcement simply by going off-hook. They can send a notification tone if they want to join the conversation.

#### To make/answer a broadcasting call



#### ◆ For a caller

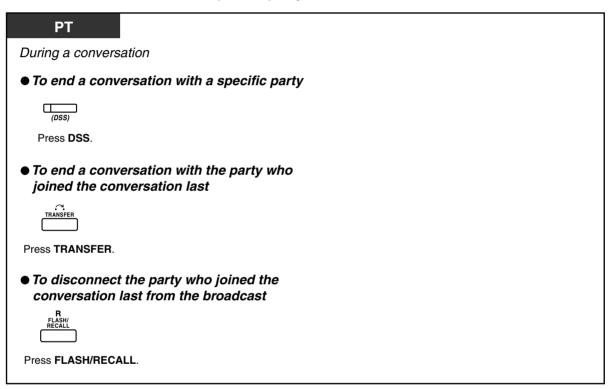
#### To make a conversation with a specific party



#### To make a conversation with a party in the group's preassigned order

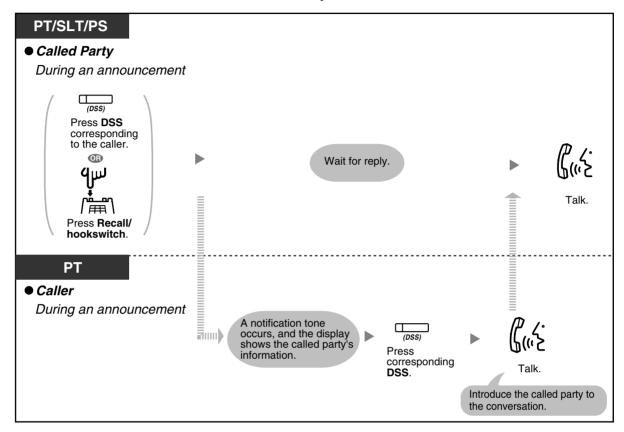


#### To end a conversation with a specific party



#### ◆ For a called extension

#### To send a notification tone to the caller and join a conversation





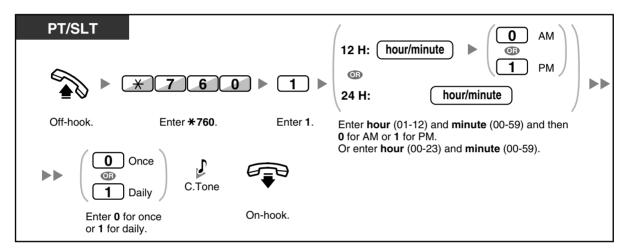
A conversation can be established with a maximum of 4 parties (including the caller).

## 1.7 Setting the Telephone According to Your Needs

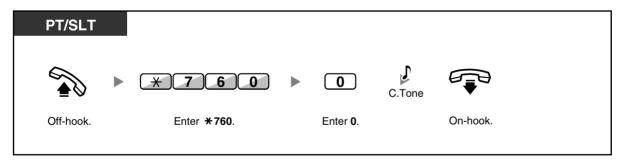
## 1.7.1 Setting the Alarm (Timed Reminder)

You can receive an alarm at your telephone to remind you of a meeting, appointment or as a wake-up call. The alarm can occur either once or daily (every day until cancelled) at a preset time. When you go off-hook to answer, you will hear a special dial tone or prerecorded message.

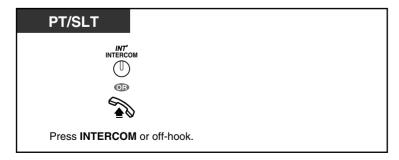
#### To set



#### To cancel



#### To stop or answer the ringback



#### To confirm



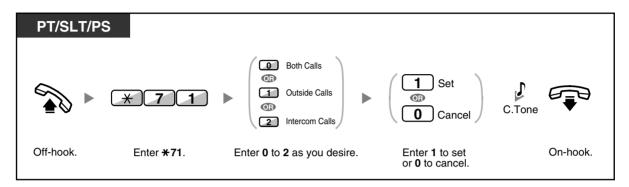


- You can also confirm the Timed Reminder by using the soft button.
- The alarm keeps ringing for preprogrammed seconds.
- If you receive an incoming call during ringback, the ringing starts after the ringback stops.
- If you are having a conversation exceeding alarm ringing period, the ringback will start after your conversation.

### 1.7.2 Refusing Incoming Calls (Do Not Disturb [DND])

You may set this feature when you are in a meeting or busy.

#### To set/cancel





When using a proprietary telephone, you can set or cancel Do Not Disturb by pressing the FWD/DND button (fixed button) instead of "\*\times710".



The FWD/DND button light shows the current status as follows:

Off: Both features are not set.

Red on: FWD mode

Flashing red slowly: DND mode

 The system has two modes: (1) FWD/DND Cycle Switch Mode and (2) FWD/DND Setting Mode. Ask your manager what mode your system is in if you are not sure.

#### (1) When in the FWD/DND Cycle Switch Mode:

Pressing the FWD/DND button (fixed button) while in idle status will cycle the setting as shown below:

$$\rightarrow$$
 FWD  $\rightarrow$  DND  $\rightarrow$  Off  $-$ 

#### (2) When in the FWD/DND Setting Mode:

Pressing the FWD/DND button (fixed button) while in idle status will take you directly to the programming mode for the FWD/DND setting. (Refer to "3.1.2 Settings on the Programming Mode".)

#### <u>Note</u>

A FWD/DND button (customised button) is always in FWD/DND Cycle Switch Mode: the mode cannot be changed.

- If your extension has set this feature, a calling extension will hear DND tone.
- If this feature is set, the Call Forwarding (FWD) feature does not work.
- Specified extensions can override this feature and call DND extensions (DND Override).

- When intercom calls are set to be handled differently from outside calls (DND set/cancel), we recommend establishing buttons for both FWD/DND—Outside calls and FWD/DND— Intercom calls, because:
  - the light patterns of the FWD/DND—Both calls button (including FWD/DND button [fixed button]) will indicate the setting for either outside calls or intercoms calls, but not both.

#### **Note**

The DND icon on PS display reflects the setting for outside calls only.

b) pressing the FWD/DND—Both calls button (including FWD/DND button [fixed button]) will not change the FWD or DND mode for intercom calls and outside calls separately.



## Customising Your Phone

3.1.3 Customising the Buttons Create or edit FWD/DND (Both calls, Outside calls, Intercom calls) buttons.

## 1.7.3 Receiving Call Waiting (Call Waiting/Off-hook Call Announcement [OHCA]/Whisper OHCA)

During a conversation, you can be informed of a call waiting with a tone or voice announcement through your built-in speaker or handset. (Default: Disable—No call [Intercom calls]/No tone [Outside calls])

#### **Call Waiting Tone:**

a waiting tone through the built-in speaker of PT/handset of SLT. To change the tone from PT, refer to "3.1.2 Settings on the Programming Mode".

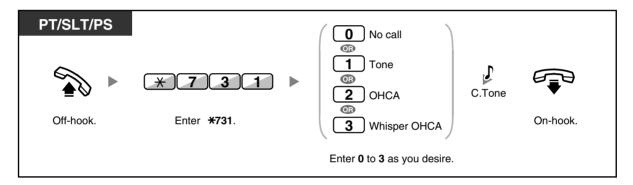
#### OHCA:

a voice announcement through the built-in speaker

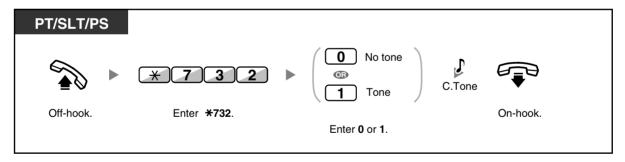
#### Whisper OHCA:

a voice announcement through the handset

#### To set/cancel for intercom calls



#### To set/cancel for outside calls





OHCA and Whisper OHCA can be activated only on certain digital proprietary telephones. In addition, Whisper OHCA requires that both you and the other party are using supported telephones. For more details, consult your dealer.

# 1.7.4 Displaying Your Telephone Number on the Called Party and Caller's Telephone (Calling/Connected Line Identification Presentation [CLIP/COLP])

#### CLIP:

When making an outside call, you can present your preprogrammed telephone number to the called party.

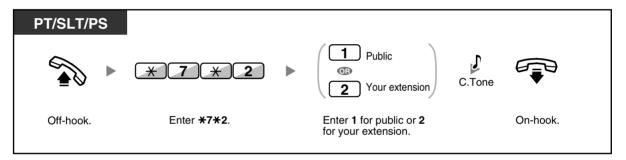
#### COLP:

When receiving an outside call, you can present your preprogrammed telephone number to the calling party.

You can select the telephone number sent, either the number of the line used or the number assigned to your extension.

If you select "Public", the calling/called party sees the number of the line used (subscriber's number). If you select "Your extension", they see the telephone number assigned on your extension.

#### To show either the number assigned to the outside line or your extension



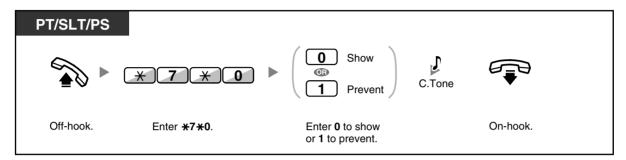


 If you use the ICD Group button to make a call to the other party, the telephone number assigned to the ICD Group will be used.

#### 1.7.5 **Preventing Your Telephone Number Being Displayed** on the Caller's Telephone (Connected Line **Identification Restriction [COLR])**

When receiving an outside call, you can select whether the caller can see your telephone number or not.

#### To show/prevent





You can change the mode by pressing a preset COLR button while on-hook.

The COLR button light shows the current status as follows:

Off: shows your telephone number.

Red on: prevents your telephone number being displayed.

Availability of this feature depends on the ISDN service of your telephone company.



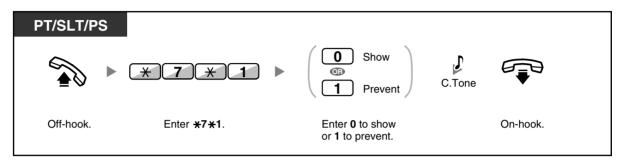
#### **Customising Your Phone**

3.1.3 Customising the Buttons Create or edit a Connected Line Identification Restriction (COLR) button.

#### **Preventing Your Number Being Displayed on the** 1.7.6 Called Party's Telephone (Calling Line Identification **Restriction [CLIR])**

When making an outside call, you can select whether the called party can see your telephone number or not.

#### To show/prevent





You can change the mode by pressing a preset CLIR button while on-hook.

The CLIR button light shows the current status as follows:

Off: shows your telephone number.

Red on: prevents your telephone number being displayed.

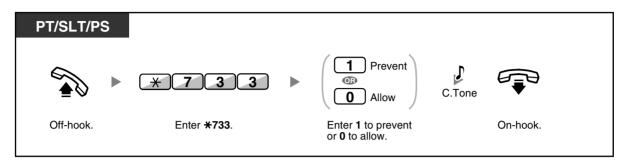
Availability of this feature depends on the ISDN service of your telephone company.



#### **Customising Your Phone**

3.1.3 Customising the Buttons Create or edit a Calling Line Identification Restriction (CLIR) button.

#### **Preventing Other People from Joining Your** 1.7.7 **Conversation (Executive Busy Override Deny)**





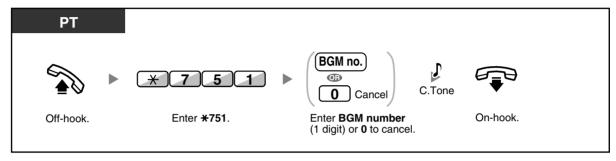
Some extensions may be prohibited from performing this feature.

#### **Turning on the Background Music (BGM)** 1.7.8

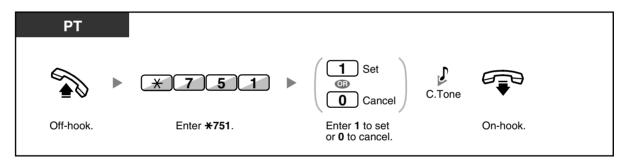
You can listen to the background music through your telephone speaker while on-hook. An external music source, such as a radio, must be connected. If your extension becomes busy (off-hook, making or receiving a call etc.), the music stops temporarily. When you go back on-hook, the music starts again.



#### To select and set/cancel <KX-TDA100/KX-TDA200>



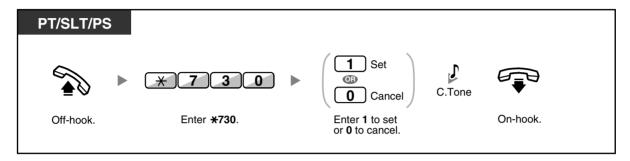
#### <KX-TDA30>



#### **Protecting Your Line against Notification Tones (Data** 1.7.9 **Line Security)**

You can protect the line against audible notification tones, such as a call waiting tone during a conversation. Set this feature if your extension has a data communication device, such as a computer or fax machine connected to ensure secure data transmission.

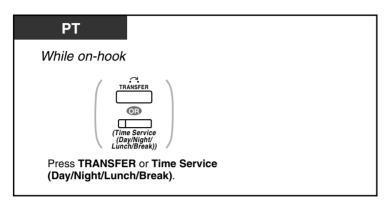
#### To set/cancel



### 1.7.10 Checking the Time Service Status

You can check the current status of the Time Service on the display.







The Time Service (Day/Night/Lunch/Break) button light always shows the current status as follows:

Off: Day mode

Green on: Lunch mode Flashing green: Break mode

Red on: Night mode

Flashing red: Holiday mode

Any extension user except the managers can check the current status by pressing the Time Service (Day/Night/Lunch/Break) button.



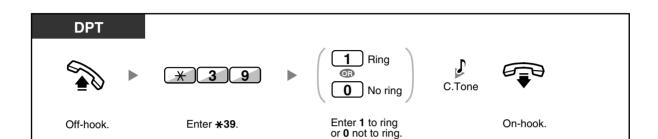
#### **Customising Your Phone**

3.1.3 Customising the Buttons Create or edit a Time Service (Day/Night/Lunch/Break) button.

#### **Setting the Parallelled Telephone to Ring (Parallelled** 1.7.11 **Telephone**)

In the case where a single line telephone is connected in parallel to your digital proprietary telephone, you can choose whether the parallelled single line telephone will ring to an incoming call or not. (Default: Ring)







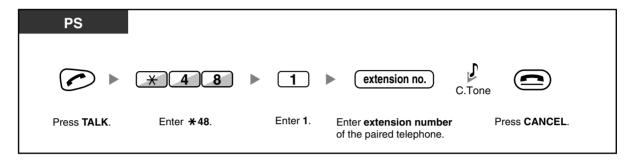
- Even if "No ring" is selected, calls can be made and answered on the single line telephone by lifting the handset.
- If you go off-hook while your parallelled telephone is in use, the call will switch over to you.
- This feature is not available for the KX-T7665.

## 1.7.12 Using Your PS in Parallel with a Wired Telephone (Wireless XDP Parallel Mode)

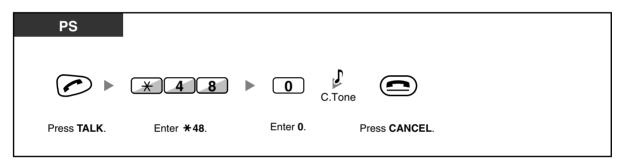
Your PS can be used in parallel with a PT or SLT.

When in this mode, incoming calls to a wired telephone also ring the paired PS.

#### To set



#### To cancel





- Some wired telephones are prohibited from using this feature.
- If you go off-hook while your parallelled telephone is in use, the call will switch over to you.

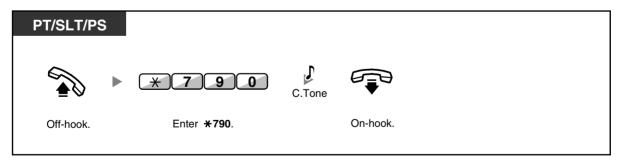
## 1.7.13 Clearing Features Set at Your Extension (Extension Feature Clear)

You can reset the settings of the following features on your extension to the default settings with one operation.

This feature is also known as Station Programme Clear.

Features	Default Setting
Hot Line*	Off
Message Waiting—(All the messages that have been left by other extension users)	Off
Call Pickup Deny	Allow
Call Forwarding (FWD)*	Off
Absent Message	Off
Paging Deny	Allow
Timed Reminder	Cleared
Do Not Disturb (DND)*	Off
Call Waiting for intercom calls*	Disable (No call)
Call Waiting for outside calls*	Disable (No tone)
Executive Busy Override Deny	Allow
BGM	Off
Data Line Security	Off
Parallelled Telephone	The telephone in parallel rings.
Log-in/Log-out	Log-in

<sup>\*</sup> These features may not be reset depending on the system programming.





For Users in Canada Only:

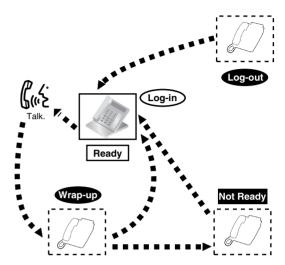
After performing Extension Feature Clear, the setting of Call Waiting becomes "Enable (Tone)". In this case, dial tone 2 will be heard when you go off-hook.

# **Utilising the Call Centre** 1.8

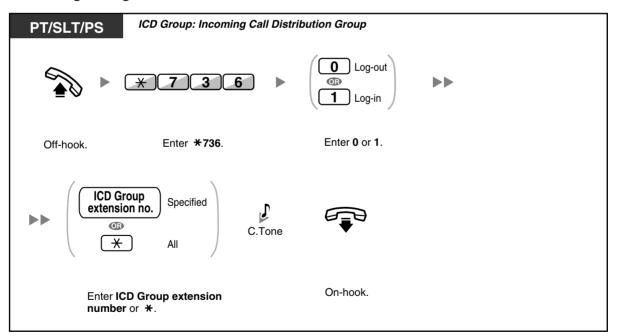
# Leaving an Incoming Call Distribution Group (Log-in/ 1.8.1 Log-out, Wrap-up)

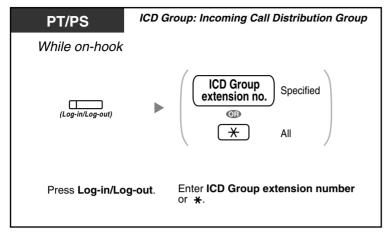
You can control your status in an incoming call distribution group. When in the Log-out mode, incoming calls to the group will not ring at your extension. When you return, calls will again ring at your extension. (Default: Log-in)

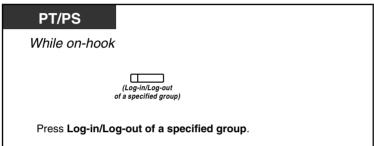
Even if your extension is logged-in, you can have a specified time period (wrap-up time) when you will not receive calls after completing a previous call. This time can be used for you to write a report and so on. You can also manually select "Not Ready" mode to temporarily leave a distribution group.



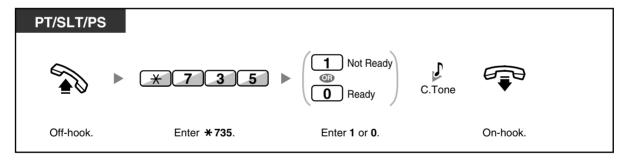
# To set Log-in/Log-out



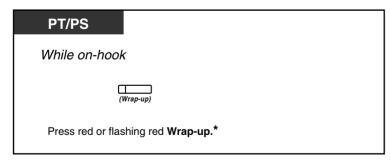




# To enter/leave the Not Ready mode



# To set/cancel the Not Ready mode or to leave the Wrap-up mode (To enter the Ready mode)





\* The status will be as follows:

Ready → Not Ready Not Ready → Ready Wrap-up → Not Ready

The Log-in/Log-out of a specified group button light shows the current status as follows:

Off: Log-in mode Red on: Log-out mode

The Wrap-up button alternates the setting of Wrap-up mode, Not Ready mode or Ready mode.

The Wrap-up button light shows the current status as follows:

Off: Ready mode

Red on: Not Ready mode Flashing red: Wrap-up mode

- In Wrap-up mode/Not Ready mode, your extension does not receive calls through any group, even if it belongs to multiple groups.
- There may be at least one extension in the incoming call distribution group that is in the Log-in mode.
- The Supervisor extension can control the Log-in/Log-out status of other extensions. For more information, refer to "1.8.2 Monitoring and Controlling the Call Status of an Incoming Call Distribution Group (Incoming Call Distribution Group Monitor)".



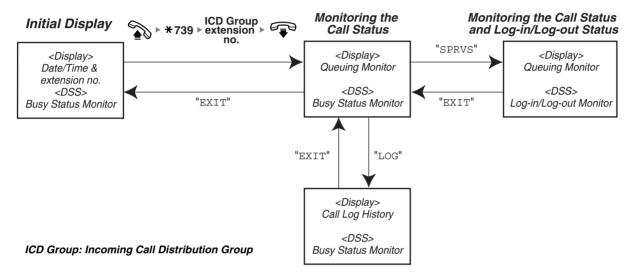
# **Customising Your Phone**

3.1.3 Customising the Buttons Create or edit a Log-in/Log-out button, a Log-in/Log-out of a specified group button or a Wrap-up button.

# 1.8.2 Monitoring and Controlling the Call Status of an Incoming Call Distribution Group (Incoming Call Distribution Group Monitor)

- Monitoring the Status of Waiting Calls
- Monitoring and Changing the Log-in/Log-out Status of Extensions

The extension assigned as a Supervisor extension can monitor and control the status of other extensions in an incoming call distribution group. It should have a PT with 6-line display. The display and DSS buttons show as follows:



# Monitoring the Status of Waiting Calls

The Supervisor extension can monitor the status of calls waiting to be answered in the queue. If an incoming call distribution group has an overflowed call, the display shows the status automatically. The following information is displayed.

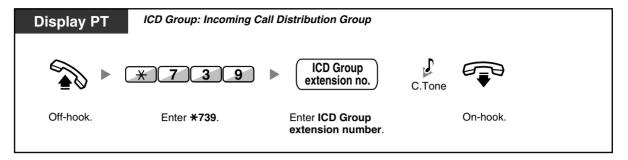
# <Queuing Monitor>

- The current date/time
- The ICD Group extension number/name
- The number of waiting calls
- The longest waiting time

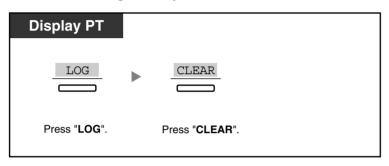
# <Call Log History>

- The date/time when cleared at last time
- The total number of received calls
- The number of overflowed calls
- The number of unanswered calls
- The average waiting time of queuing calls

# To monitor



# To clear Call Log History



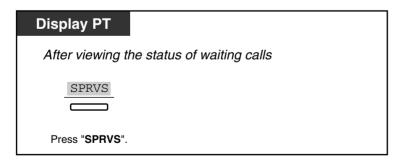


The accumulated data is cleared. "\*\*\*\*" shows if the number to be displayed exceeds the maximum displayable digits.

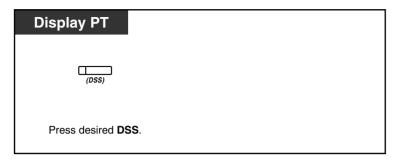
# **♦** Monitoring and Changing the Log-in/Log-out Status of **Extensions**

The Supervisor extension can monitor the Log-in/Log-out status of the incoming call distribution group members by the DSS button light. It can also change their Log-in/Log-out status if needed.

# To monitor



# To change the Log-in /Log-out mode





The DSS button light shows the current status as follows:

Off: The extension is not in the group. Green on: Log-in (Ready) mode

Flashing green: Log-in (Not Ready) mode

Red on: Log-out mode

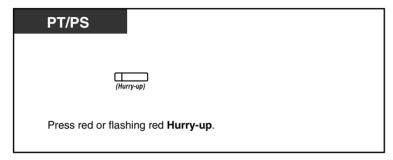
### 1.8.3 Forwarding a Waiting Call (Manual Queue Redirection)

When your incoming call distribution group is busy and other outside calls arrive, the arriving calls are put in a waiting queue.

Extensions can check the status of the queue with the Hurry-up button light, and forward the longest waiting call in the queue to a preset destination manually.

This feature is also known as Hurry-up Transfer.

# To forward the waiting call





The Hurry-up button light shows the current status as follows:

Off: No waiting call.

Red on: Some calls are waiting.

Flashing red: The number of calls exceeds the manual queue redirection level.



# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Hurry-up button.

# **Using User-supplied Equipment** 1.9

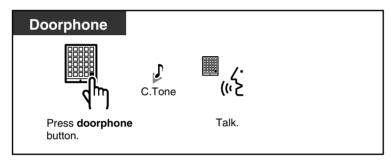
### If a Doorphone/Door Opener is Connected 1.9.1

You can talk to a person at the door through the doorphone. Preprogrammed extensions or an outside party can receive the calls from the doorphone. You can open the door.

- Doorphone Call
- Opening a Door (Door Open)

# **Doorphone Call**

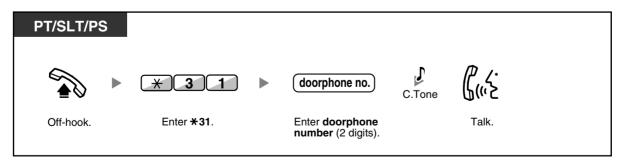
# To call from the doorphone



# To answer a call from the doorphone



# To call the doorphone



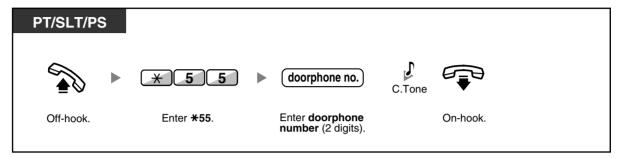
If no one answers a doorphone call within a specified time period, the call is cancelled.



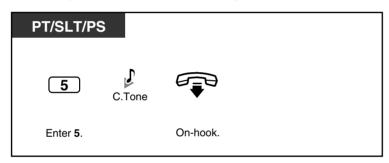
# **♦** Opening a Door (Door Open)

Some extensions may be prohibited from using this feature.

# From a specified extension



# From any extension while talking to the doorphone





The door open will be triggered for a specified time period.

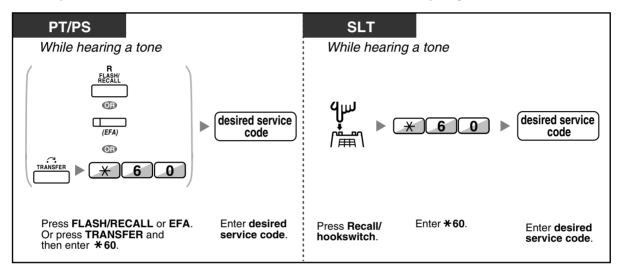
### 1.9.2 If a Host PBX is Connected

Accessing External Services (External Feature Access [EFA])

# **♦** Accessing External Services (External Feature Access [EFA])

You can access special features (e.g., Call Waiting) offered by a host PBX or telephone company. This feature is only effective for an outside call.

# <Example> To hold the current call and then talk to the new party





- In this case, FLASH/RECALL button on a proprietary telephone is in the External Feature Access (EFA) mode.
- Regarding the service code, consult your dealer.



# Customising Your Phone

3.1.3 Customising the Buttons Create or edit an External Feature Access (EFA) button.

### 1.9.3 If a Voice Processing System is Connected

You or an outside party can access the Voice Processing System from a telephone.

— Call Forwarding to Voice Mail (Voice Mail Integration)

If your PBX has a Panasonic Voice Processing System connected (e.g., KX-TVP/KX-TVS series) using digital integration, the following features are also available:

- Screening Calls (Live Call Screening [LCS])
- Recording a Conversation (Two-way Record)

# Call Forwarding to Voice Mail (Voice Mail Integration)

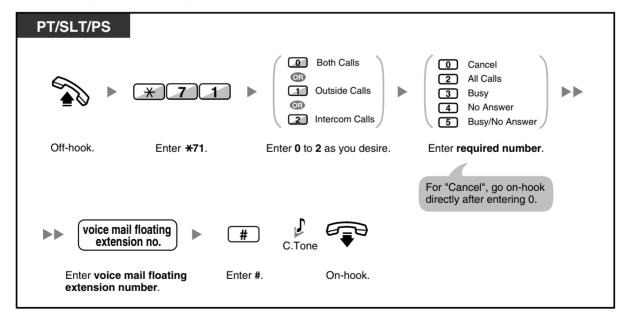
- To forward your calls to your mailbox
- To transfer a call to a mailbox
- To listen to messages

If you cannot answer calls, you can forward them to your mailbox. You can select the type of incoming calls (Intercom Calls/Outside Calls/Both Calls). If your telephone has a Message button, the Message light turns on and lets you know you have messages. Even if a Message button is not provided, you will hear an indication tone\* when going off-hook.

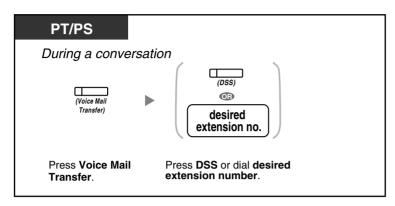
You can also transfer received outside calls to a mailbox so that calling parties can leave messages. If you create a Voice Mail Transfer button on your phone, the transfer is done without knowing the mailbox number (Voice Mail Transfer).

The duration for recording depends on the voice processing system.

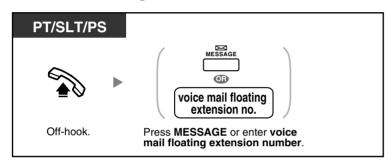
# To forward your calls to your mailbox

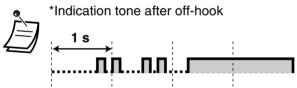


# To transfer a call to a mailbox



# To listen to messages





You can access a voice mail with one-touch.



# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Voice Mail Transfer button or a Message button.

# **♦** Screening Calls (Live Call Screening [LCS])

While a caller is leaving a message in your mailbox, you can monitor the call without answering. If you so desire, you can answer the call while monitoring. There are two methods available (Default: Hands-free mode).

# Hands-free mode:

You can monitor the message automatically, live through the telephone speaker.

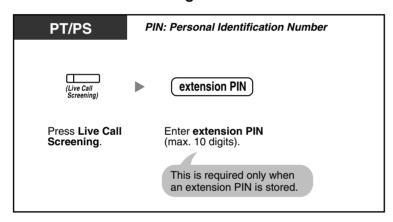
# Private mode:

You will hear an alarm tone while the caller is leaving a message.

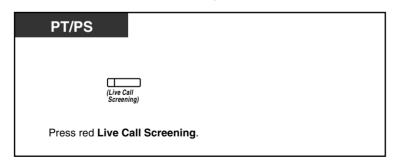
# Before operating

- Create a Live Call Screening (LCS) button (Personal Programming).
- Select the mode, either Hands-free or Private (Personal Programming).
- Set the extension PIN (Personal Identification Number).
- Set the Live Call Screening feature.

# To set Live Call Screening

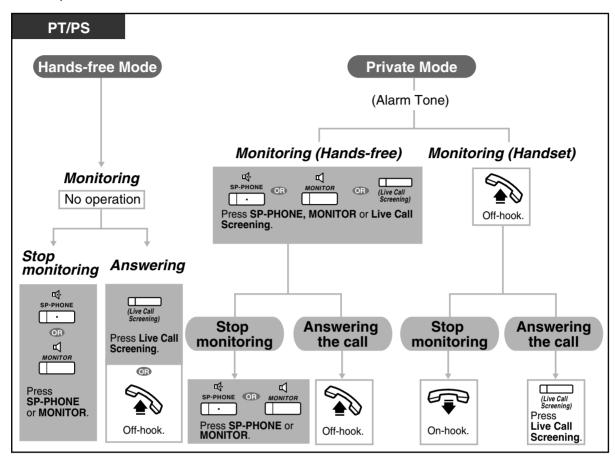


# To cancel Live Call Screening



# **Operation Flowchart**

The operations in the shaded areas can be done hands-free.





The Live Call Screening (LCS) button light shows the feature status as follows:

Off: LCS is off.

Flashing green rapidly: Alerting in the Private mode.

Flashing green slowly: Monitoring.

Red on: LCS is on.

- The manager extension can clear an extension PIN.
- This feature is available for a single line telephone if it is connected to a proprietary telephone in parallel. (Private mode only)

To answer the call while monitoring, press Recall/hookswitch.

Only the handset monitoring in the Private mode is available for PS users.



# **Customising Your Phone**

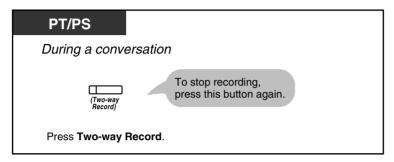
- 3.1.2 Settings on the Programming Mode—Live Call Screening Mode Set
  Select the mode, either monitoring the message through the speaker automatically or
  receiving, while the caller leaves a message.
- 3.1.3 Customising the Buttons Create or edit a Live Call Screening (LCS) button.

# Recording a Conversation (Two-way Record)

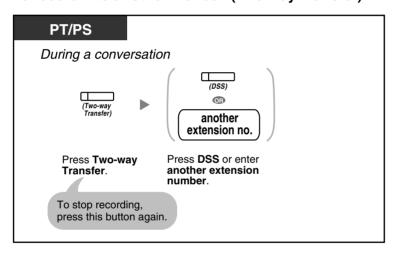
You can record a conversation into a mailbox while talking on the phone. You can select the mailbox each time you record a conversation.



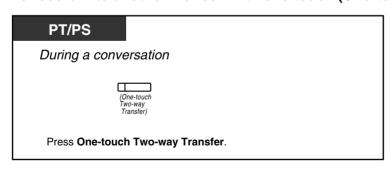
# To record into your mailbox



# To record into another mailbox (Two-way Transfer)



# To record into another mailbox with one-touch (One-touch Two-way Transfer)





The Two-way Record button light, Two-way Transfer button light or One-touch Two-way Transfer button light shows the current status as follows:

Off: Not recording.

On: Recording the conversation.

# Note:

When you record your Two-way telephone conversations, you should inform the other party that the conversation is being recorded.



# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Two-way Record button, a Two-way Transfer button and a One-touch Two-way Transfer button.

# 1.10 After Moving to a New Location in the Office

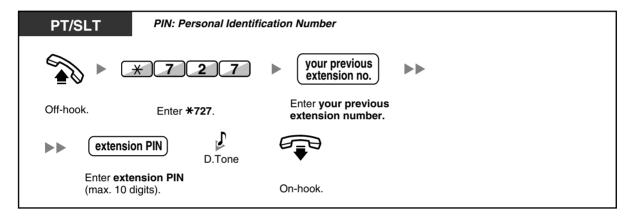
# 1.10.1 Using the Same Settings as Your Previous Extension (Walking Extension)

You can use the same features assigned on your previous extension even if you move to another extension in the office.

You can retain your settings such as extension number or One-touch Dialling memory etc. on the new extension.

This feature is also known as Walking Station.

# To set





- Your previous extension will get the old settings of your new extension.
- This feature is available for movement between SLT and SLT, PT and PT or SLT and PT.
- For more information, refer to "3.1.1 Customising Your Phone (Personal Programming)".

# 1.11 Using a Display Proprietary Telephone

# 1.11.1 Using the Call Log

This is available for display proprietary telephones and portable stations.

- Calling with the Incoming Call Log
- Calling with the Outgoing Call Log

# **Calling with the Incoming Call Log**

When you receive an outside call, the caller's information is recorded automatically in the incoming call log. A preprogrammed number of calls can be logged per extension.

When the call log is full and other call arrives, the oldest call is deleted.

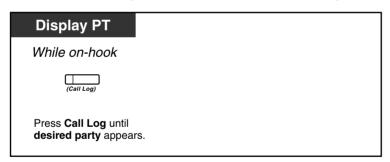
You can modify the logged telephone number.

When the Call Log button light turns on, there is a call which you did not answer.

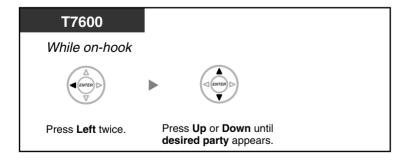
The following information is logged.

- Caller's Name
- Caller's Phone Number
- Date/Time call received
- Answered or Not Answered Confirmed or Not Confirmed

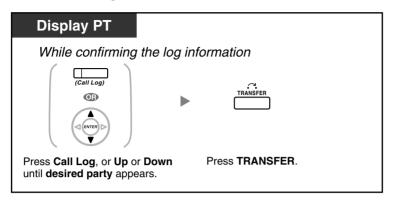
# To confirm the log information with the Call Log button



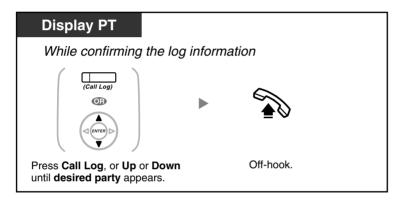
# To confirm the log information with the Navigator key



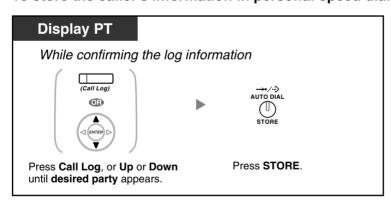
# To clear the log information



# To call



# To store the caller's information in personal speed dialling





- The Call Log button light shows the current status as follows:
  - Off: No incoming call. Or you have already viewed the call log.
  - Red on: You have missed calls to view.
- If your call is answered by another extension, the caller's information is recorded on the displays of both your extension and the answering extension.
- You can lock your call log by using an extension PIN (Personal Identification Number), so that you can prohibit access to your logged information. Refer to "3.1.2 Settings on the Programming Mode".
- You can also have a Call Log button for an ICD Group (Incoming Call Distribution Group).
- If a call arrives while you are using the call log, the call log display will be replaced with the caller's information.



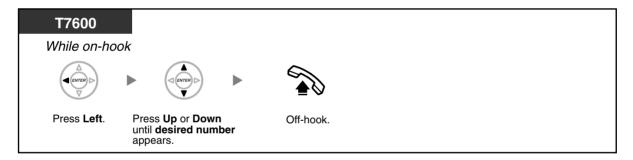
# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Call Log button or Call Log for ICD Group button.

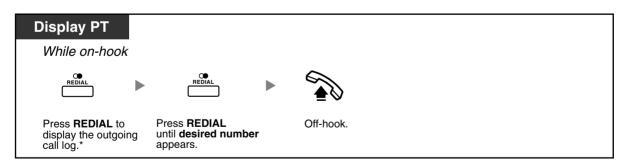
# Calling with the Outgoing Call Log

You can redial using the outgoing call log.

# To call



# To call with the REDIAL button





- \* System programming is required for this operation. Consult your dealer.
- This operation is available only for digital proprietary telephones with a display.

# To store the caller's information in personal speed dialling

# **Display PT**

When the desired party is displayed



Press STORE.



- You can lock your call log by using an extension PIN (Personal Identification Number), so that you can prohibit access to your logged information. Refer to "3.1.2 Settings on the Programming Mode".
- If a call arrives while you are using the call log, the call log display will be replaced with the caller's information.

# 1.11.2 Using the Directories

You can call using the directories (Personal Speed Dialling Directory, System Speed Dialling Directory and Extension Number Directory).

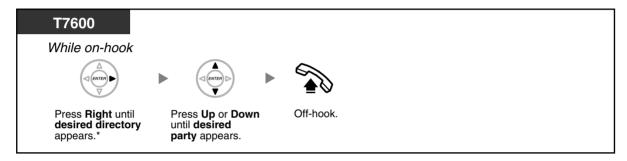
Only personal directories can be stored, edited or deleted on your extension.

If a call arrives while you are using a directory, the display will be replaced with the caller's information.

- Calling with the Directory
- Storing Names and Numbers
- Entering Characters

# Calling with the Directory

### To select and call





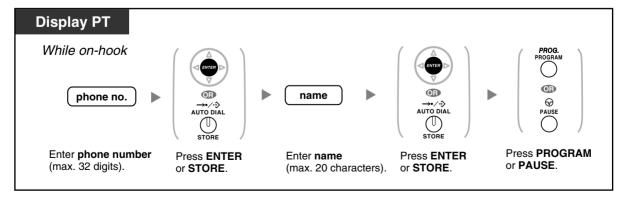
- \* The display order is as follows:
  - One time: Personal Speed Dialling Directory Two times: System Speed Dialling Directory Three times: Extension Number Directory
- To cancel or exit, press the CANCEL button.



- Directory entries generally should include name and number. If the name is not registered, an entry cannot be displayed.
- The System Speed Dialling Directory can be displayed simply by pressing the AUTO DIAL/ STORE button while on-hook.

# Storing Names and Numbers

# To store a Personal Speed Dialling Directory item





- Telephone numbers and names displayed are stored using the first spare Personal Speed Dialling memory available.
- For a PS user, refer to "Operating Instructions" for PS.



For more details, refer to "To store the names and numbers in personal speed dialling" in "3.1.2 Settings on the Programming Mode".

# **Entering Characters**

You can enter the following characters. The tables show you the characters available for each button. Table 1 or Table 2 can be programmed.

Table 1 (Standard mode)

Times	1	2	3	4	5	6	7	8	9
1	!	?	"	1					
2	А	В	С	a	b	С	2		
3	D	Е	F	d	е	f	3		
4	G	Н	I	g	h	i	4		
5	J	K	L	j	k	1	5		
6	М	N	0	m	n	0	6		
7	Р	Q	R	S	р	q	r	s	7
8	Т	U	V	t	u	v	8		
9	W	Х	Y	Z	W	х	У	z	9
0	(Space)		,	1	:	;	0		
*	/	+	_	=	<	>	*		
#	\$	0/0	&	@	(	)	€	£	#

Table 2 (Option mode)

Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	!	?	11	ä	ö	ü	1								
2	А	В	С	a	b	С	À	Á	Â	Ã	Ä	Å	Æ	Ç	2
3	D	E	F	d	е	f	Đ	È	É	Ê	Ë	3			
4	G	Н	I	g	h	i	Ì	Í	î	Ï	4				
5	J	K	L	j	k	1	5								
6	М	N	0	m	n	0	Ñ	Ò	Ó	ô	õ	Ö	Ø	Œ	6
7	Р	Q	R	S	р	đ	r	s	Š	ß	7				
8	Т	U	V	t	u	v	Ù	Ú	Û	ΰ	8				
9	W	Х	Y	Z	W	х	У	Z	ý	ž	9				
0	(Space)		,	1	:	;	0								
*	/	+	_	=	<	>	*								
#	\$	010	&	@	(	)	€	£	#						

Table 2 (Option mode for CE model)

Times Buttons	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	!	?	11	ä	ö	ü	1								
2	А	В	С	a	b	С	Á	Â	Ã	Ä	Ą	Ć	Ç	Č	2
3	D	Е	F	d	е	f	Ď	Đ	É	Ę	Ë	ě	3		
4	G	Н	I	g	h	i	Í	î	4						
5	J	K	L	j	k	1	Ľ	Ĺ	5						
6	М	N	0	m	n	0	Ń	ň	Ó	ô	õ	Ö	6		
7	Р	Q	R	S	р	q	r	s	Ŕ	Ř	Š	Ś	Ş	ß	7
8	Т	U	V	t	u	v	Ť	Ţ	ů	Ú	Ű	Ü	8		
9	W	Х	Y	Z	W	x	У	Z	ž	Ź	Ż	Ý	9		
0	(Space)		,	1	:	;	0								
*	/	+	_	=	<	>	*								
#	\$	00	&	@	(	)	€	£	#						

Table 2 (Option mode for GR model)

Times Buttons	1	2	3	4	5	6	7	8	9
1	!	?	"	1					
2	А	В	Γ	2					
3	Δ	Е	Z	3					
4	Н	Θ	I	4					
5	K	Λ	М	5					
6	N	Ξ	0	6					
7	П	Р	Σ	7					
8	Т	Y	Φ	8					
9	Х	Ψ	Ω	9					
0	(Space)		,	ı	:	;	0		
*	/	+	_	=	<	>	*		
#	\$	010	&	@	(	)	€	£	#

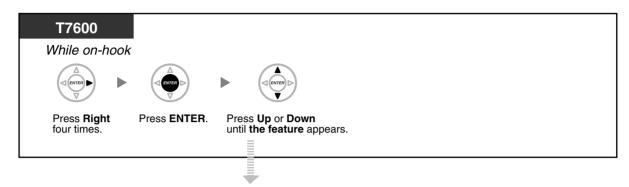
Table 2 (Option mode for RU model)

Times	1	2	3	4	5	6	7	8	9	10	11
1	A	Б	В	!	?	"	1				
2	Γ	Д	Е	Ë	2						
3	Ж	3	И	Й	3						
4	K	Л	M	4							
5	Н	О	П	5							
6	P	С	Т	6							
7	У	Ф	X	7							
8	Ц	Ч	Ш	8							
9	Щ	Ъ	Ы	Ь	9						
0	Э	Ю	Я	(Space)		,	,	:	;	0	
*	/	+	_	=	<	>	Ц	€	I	Ϊ	*
#	\$	00	&	@	(	)	€	I	ў	#	

# 1.11.3 Accessing System Features (System Feature Access)

You can access a feature with the "Feature Access" menu.

# To access "Feature Access" menu and select the feature



Features	Refer to
Automatic Callback Busy Cancel	1.2.4 When the Dialled Line is Busy or There is No Answer
Group Call Pickup	1.3.3 Answering a Call Ringing at Another Telephone (Call Pickup)
Directed Call Pickup	1.3.3 Answering a Call Ringing at Another Telephone (Call Pickup)
Doorphone Call	1.9.1 If a Doorphone/Door Opener is Connected
Door Open	1.9.1 If a Doorphone/Door Opener is Connected
External Background Music	2.1.4 Turning on the External Background Music (BGM)
Paging	1.6.1 Paging

# Section 2 Manager Operation

This chapter shows the manager how to control the other extensions or the PBX.

# **Control Features** 2.1

### 2.1.1 **Extension Control**

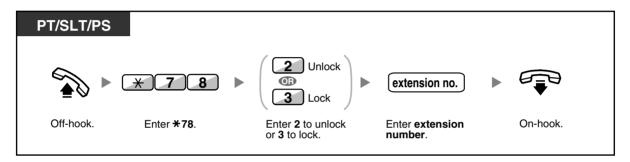
The manager extension can control the settings of other extensions.

— Changing the Settings of Other Extensions

# Changing the Settings of Other Extensions

# To lock/unlock other extensions (Remote Extension Lock)

This feature is also known as Remote Station Lock Control.





If your extension is unlocked by the Remote Extension Lock feature, the Extension Lock assigned by itself will be unlocked.

### 2.1.2 **Time Service Mode Control**

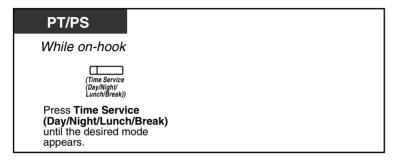
The manager extension or the preprogrammed extension can change the time mode (Day, Lunch, Break or Night).

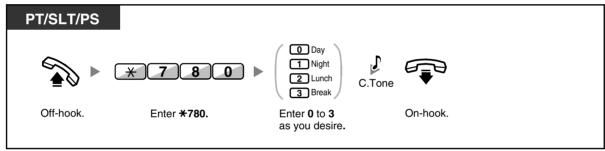
There are two methods (Automatic or Manual) of changing the time modes.

Automatic: enables the time mode for each day of the week to change automatically. You may also change it manually.

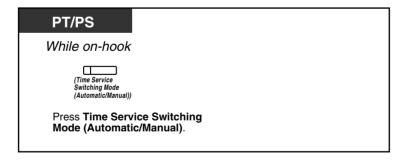
Manual: enables to change a mode in manual as follows.

# To change the time mode (Day/Night/Lunch/Break)





# To select the time service switching mode (Automatic/Manual)





Besides the time mode, there is Holiday mode. It can change mode once on a specified

The Time Service (Day/Night/Lunch/Break) button light shows the current status as follows:

Off: Day mode

Green on: Lunch mode Flashing green: Break mode

Red on: Night mode

Flashing red: Holiday mode

The Time Service Switching Mode (Automatic/Manual) button light shows the current

status as follows: Off: Automatic Red on: Manual



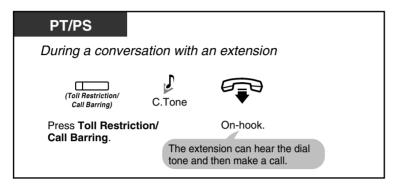
# Customising Your Phone

3.1.3 Customising the Buttons Create or edit a Time Service (Day/Night/Lunch/Break) button or a Time Service Switching Mode (Automatic/Manual) button.

# 2.1.3 **Restriction Level Control (Dial Tone Transfer)**

The manager extension can change the restriction level, permitting an extension to make a call.







The restriction level is changed to the preprogrammed level of Toll Restriction/Call Barring button.



# **Customising Your Phone**

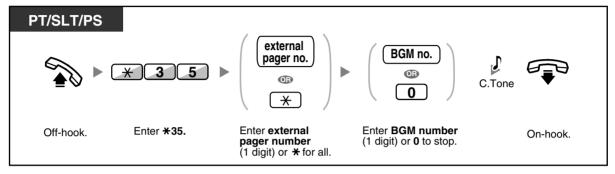
3.1.3 Customising the Buttons Create or edit a Toll Restriction/Call Barring button.

### **Turning on the External Background Music (BGM)** 2.1.4

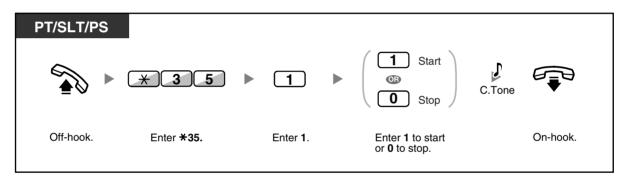
The manager extension can select and broadcast background music in the office through external speakers.

# To select and start/stop the background music

<KX-TDA100/KX-TDA200>



# <KX-TDA30>



#### 2.1.5 **Recording Outgoing Messages (OGM)**

The manager extension can record three kinds of greeting messages (OGM) as follows:

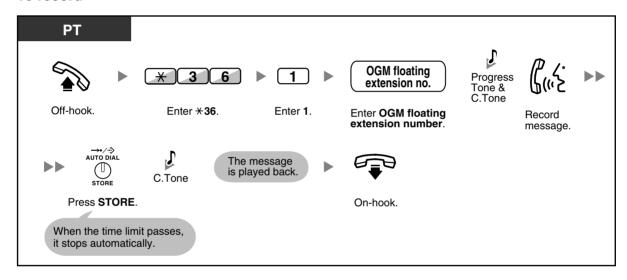
DISA message: Used to greet and guide callers so that they access extension group or outside party without operator assistance.



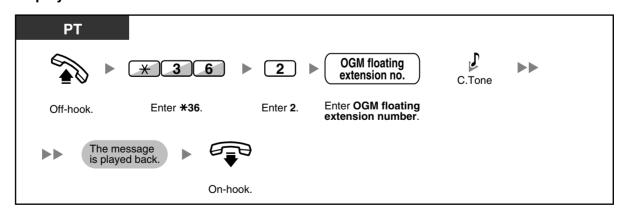
- Incoming Call Distribution Group message: Used to greet and guide callers to an incoming call distribution group.
- 3. Timed Reminder message: Used for a wake-up call message when the extension answers the Timed Reminder.

All messages have their own extension numbers. You can select the desired message. You have two methods for recording a message. One is recorded using the handset, and the other is recorded from an external BGM (MOH) port.

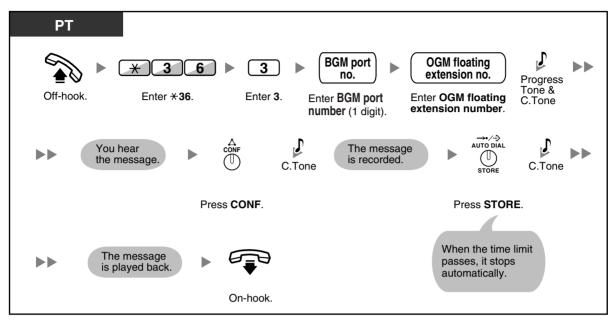
### To record



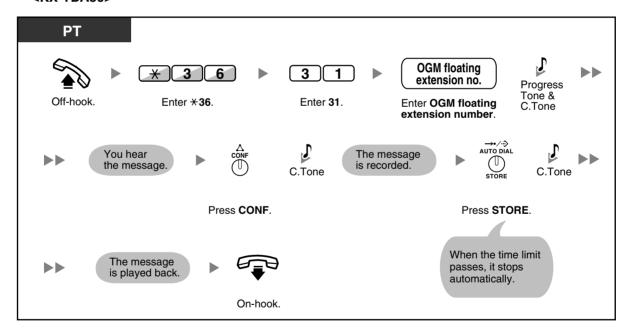
### To play back



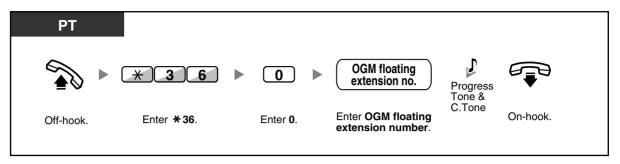
### To record from an external BGM (MOH) port <KX-TDA100/KX-TDA200>



### <KX-TDA30>



### To clear the message





Record voice messages only; avoid the recording of music.

## Section 3 Customising Your Phone & System

This chapter shows you how to customise your individual telephone or PBX according to your needs. Find the desired setting and program as necessary.

# 3.1 Customising Your Phone (Personal Programming)

### 3.1.1 Customising Your Phone (Personal Programming)

You can customise your telephone features. For example, you can change the initial settings or button features according to your needs.

— Assigning an Extension PIN to Your Extension (Extension PIN [Personal Identification Number])



If you change your desk and extension, refer to "1.10.1 Using the Same Settings as Your Previous Extension (Walking Extension)".

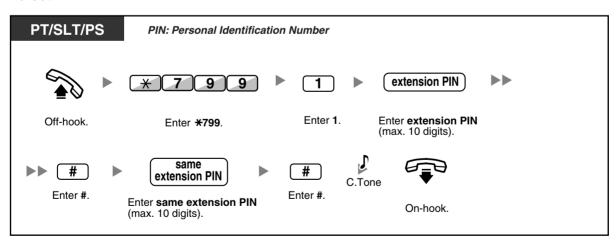
## ◆ Assigning an Extension PIN to Your Extension (Extension PIN [Personal Identification Number])

You can assign a password to each extension.

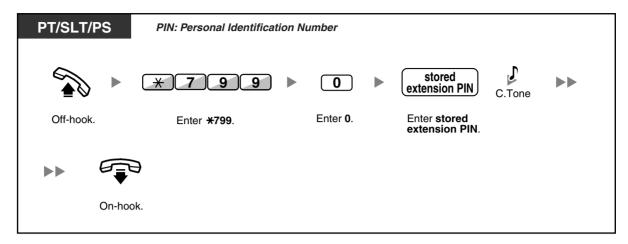
The following features require an extension PIN.

- Screening calls (Live Call Screening [LCS])
- Prohibiting other people from seeing your personal directory and call log (Directory and Call Log Lock)
- 3. Using the same settings as your extension at other extensions (Walking Extension)
- **4.** Remote Control Operation (Walking COS)
- 5. Extension Lock Clear

#### To set



#### To cancel





### **WARNING**

When a third party discovers the password (extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:

- a) Carefully maintain the secrecy of the PIN.
- b) Specify a complicated PIN as long and random as you can make it.
- c) Change the PIN frequently.
- Valid numbers for an extension PIN are "0" through "9".
- If the wrong extension PIN is entered for a preprogrammed number of times, the PIN is locked.
- If you forget your extension PIN or your extension PIN is locked, your manager can clear the extension PIN and extension PIN lock.

#### 3.1.2 **Settings on the Programming Mode**

You can programme features using the programming mode.

- Setting Features
- Clearing Features



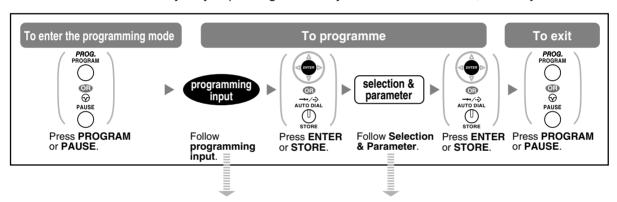
- To exit at any time, lift the handset.
- To enter the programming mode when using a PS, refer to "Operating Instructions" for PS.

### Setting Features

The default settings are shown in bold letters. For later reference, place a check mark in the boxes below to indicate your customised setting.

### **Notice**

The default value may vary depending on country/area. For more details, consult your dealer.



Item	Programming Input	Selec	tion & Parameter		
		PT: The display show and port number. <example></example>	s the PBX number, slot number		
Your extension information	0 0	EXT1050:10308 PBX no Port no. Slot no.			
		PS: The display shows the PS number. <example></example>			
		EXT3001:	99 <u>001</u> PS no.		
Dufa and disales and and		1	Light		
Preferred display contrast level from the 4 levels available.		2	Little Light		
available. (Display Contrast Selection)*1	3	Little Dark			
35.55,		4	Dark		

Item	Programming Input	Selec	tion & Parameter
		1	☐ English
Which display language do		2	2nd Language
you prefer? (Display Language	0 2	3	3rd Language
Selection)		4	4th Language
		5	5th Language
Would you like the call duration to be shown automatically on the display	0 3	0	No—Manual (The display keeps showing all of the outside caller's information unless you change it to the call duration manually.)
when answering an outside call? (Display Switching Mode)		1	Yes—Automatic (The first line of the display will change to the call duration automatically when you answer an outside call.)
Would you like to turn on the display backlight of the		0	☐ Yes—ON in use
KX-T7633/KX-T7636? (Display Backlight	0 4	1	☐ Yes—always ON
Selection)*1		2	☐ No—always OFF
Would you like to dial a	1 1	desired	no. (max. 32 digits)
preset number simply by going off-hook?	(1) (2)	0	☐ Do not use
genig en rieek.	1 2	1	Use
Should you prevent your number being displayed on the called party's		0	☐ No—Allows your number to be displayed
telephone? (Calling Line Identification Restriction [CLIR])	1 3	1	Yes—Prevent your number being displayed
Which number should be displayed on the called and		0	Caller ID assigned to your extension
calling party's telephone? (Calling/Connected Line Identification Presentation [CLIP/COLP])	1 4	1	Caller ID assigned on the outside line being used

Item	Programming Input	Selec	tion & Parameter				
						0	☐ No line
		1	An idle outside line				
Which do you prefer to seize when you go off-hook to make calls? (Preferred Line Assignment—Outgoing)	1 9	2 + CO button no. (01-36)*2 or	☐ A CO/ICD Group button				
		Or INTERCOM	☐ Intercom				
			0	☐ No line			
Which line do you prefer to		1	☐ The longest ringing line (when multiple calls arrive)				
answer when you go off- hook? (Preferred Line Assignment—Incoming)	2 0	2 0	2 0	2 + CO button no. (01-36)*2 or	An assigned outside button		
		0	Ringing (Tone Call)				
How do you prefer to receive an intercom call? (Alternate Receiving—	2 1	2 1	1	Directly—The party's voice is heard without ringing.			
Ring/Voice)*1		2	Ring only—Prohibiting the caller switching to the voice mode.				
Should the single line telephone in parallel ring?	روي روي	0	No—The telephone will not ring.				
(Parallelled Telephone)*1*3	2 2	1	Yes—The telephone will ring.				

Item	Programming Input	Selec	tion & Parameter
Do you prefer to answer a call without going off-hook regardless of the AUTO		0	☐ No—Disable
ANS button status? (Forced Answerback Selection)*1	2 3	1	Yes—Enable
Which service do you prefer when a calling party is recording a message in your mailbox?	2 5	0	You can monitor the message through the telephone speaker. (Hands-free mode)
(Live Call Screening Mode Set)*1		1	Only an alarm tone is heard. (Private mode)
Would you like to keep recording after answering		0	☐ No—Stop recording
the call in the LCS mode? (LCS Mode Set [After Answering])	2 6	1	Yes—Keep recording
Do you prefer to receive call		0	☐ No (No tone)
waiting for outside calls?	3 0	1	Yes (Tone)
		0	☐ No call
		1	☐ Tone
Which type of call waiting for intercom calls do you prefer? (Call Waiting Selection)	3 1	2	☐ Voice announcement through the built-in speaker (OHCA)*4
		3	☐ Voice announcement through the handset (Whisper OHCA)*4
Which type of call waiting tone do you prefer?		0	☐ Tone 1
(Call Waiting Tone Type Selection)	3 2	1	☐ Tone 2
		0	□ No—Off
Would you like to show a message on the caller's telephone display?	4 0	message no. (1-8)	Yes—Shows the selected message.
(Absent Message)		9	Yes—Shows your personal message.

Item	Programming Input	Selec	tion & Parameter
Creating your personal message. (Personal Absent Message)	4 1	message	(max. 16 characters)
		0	Off
	€9-/ <b>4</b>	1	☐ Do Not Disturb (DND)
	(for both calls)	+ desired no. (max. 32 digits)	All—Forward all calls
Where are your incoming calls forwarded or refused? (Call Forwarding [FWD])/Do	5 1 (for outside calls)	3 + desired no. (max. 32 digits)	Busy—Forwarded when your extension is busy.
Not Disturb [DND])	5 2	4 + desired no. (max. 32 digits)	No Answer—Forwarded when you do not answer.
	(for intercom calls)	5 + desired no. (max. 32 digits)	Busy/No Answer— Forwarded when you do not answer or when your extension is busy.
To set the timer for "No Answer" and "Busy/No Answer". (FWD N/A Timer)	5 3	(Defa	(0-120) seconds ault: 15 seconds)
Should you prohibit other people from picking up your		0	□ No—Allow
calls? (Call Pickup Deny)	6 0	1	Yes—Deny
Do you use the headset?		0	□ No—Headset off
(Headset Operation)*1*3	6 1	1	Yes—Headset on
Do you prohibit other people from joining your		0	□ No—Allow
conversation? (Executive Busy Override Deny)	6 2	1	Yes—Deny
Would you like to prohibit paging announcements?	(E) (3)	0	□ No—Allow
(Paging Deny)*1	6 3	1	Yes—Deny
Do you prefer to hear the key pad tone?	6 4	0	□ No—Off
(Key Pad Tone Set)*1		1	☐ Yes—On

Item	Programming Input					
		0	□ No—Off			
Do you want back ground music through your telephone speaker while on-hook?	6 5	KX-TDA100/KX- TDA200: 1 + BGM no.				
(Background Music [BGM])*1		(1digit) KX-TDA30:	Yes—On			
		[1] [1]				
Would you like to set your extension PIN or change a		extension PIN (max. 10 digits) + ENTER/STORE + same extension PIN	To set an extension PIN			
stored extension PIN to new one?	9 0	stored extension PIN				
(Extension PIN [Personal Identification Number])		new extension PIN (max. 10 digits) + ENTER/STORE + same extension PIN	To change a stored extension PIN to new one			
To prevent other people		extension PIN (max. 10 digits) +	☐ To unlock			
from using your telephone. (Extension Lock)	9 1	extension PIN (max. 10 digits)	☐ To lock			
To prevent other people from seeing your personal		extension PIN (max. 10 digits) +	☐ To unlock			
directory and call log. (Directory and Call Log Lock)*1	9 2	extension PIN (max. 10 digits) +	☐ To lock			
Do you prefer to set the		0	No—Normal (Any Flexible CO buttons can be modified.)			
One-touch dialling only? (One-touch Dialling Assignment Mode Selection) #	# <b>*</b>	1	Yes—Only One-touch dialling buttons can be modified. However, to modify them, there is no need to enter "2" before the number.			

<sup>\*1:</sup> Not available for a PS

- \*2: CO button numbers (25-36) are available only when the Add-on Key Module is set up to your telephone.
- \*3. Not available for the KX-T7665
- \*4: Only available for certain digital proprietary telephones. Consult your dealer.



#### <u>WARNING</u>

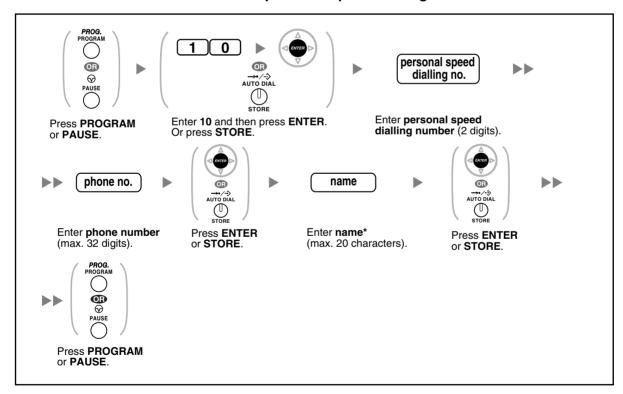
When a third party discovers the password (extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:

- a) Carefully maintain the secrecy of the PIN.
- b) Specify a complicated PIN as long and random as you can make it.
- c) Change the PIN frequently.
- After the programme number is entered, the programme title is displayed.
   The programming screen can be changed with the Navigator key (Up or Down).



You can select the parameter with the Navigator Key (Up or Down) instead of entering a number.

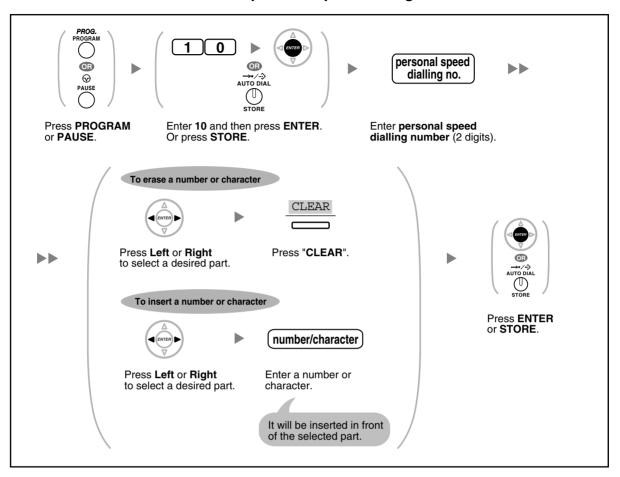
### To store the names and numbers in personal speed dialling





\* To enter characters, refer to "Entering Characters".

### To edit the names and numbers of personal speed dialling

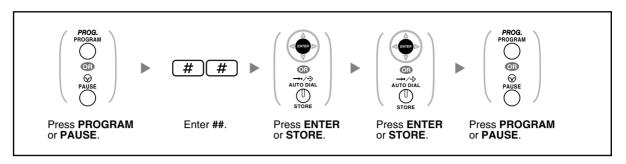


### **Clearing Features**

You can clear or change to features as follows:

Features	Default Setting
Display Switching Mode	Automatic
Hot Line	Off
Calling Line Identification Restriction [CLIR]	Allow
Calling/Connected Line Identification Presentation [CLIP/COLP]	Caller ID assigned on your extension
Preferred Line Assignment—Outgoing	Intercom
Preferred Line Assignment—Incoming	The longest ringing line
Alternate Receiving—Ring/Voice	Ringing (Tone Call)
Parallelled Telephone	Paired SLT will ring
Forced Answerback Selection	Disable
Live Call Screening Mode Set	Hands-free mode
LCS Mode Set [After Answering]	Stop recording
Call Waiting Selection—Intercom/Outside Calls	Disable (No call/No tone)
Call Waiting Tone Type Selection	Tone 1
Absent Message	Off
Personal Absent Message	Cleared
Call Forwarding [FWD]/Do Not Disturb [DND]—Intercom/ Outside Calls	Off
FWD N/A Timer	15 seconds
Call Pickup Deny	Allow
Headset Operation	Headset off
Executive Busy Override Deny	Allow
Paging Deny	Allow
Key Pad Tone Set	On
Background Music [BGM]	Off
Data Line Security	Off
Connected Line Identification Restriction [COLR]	Allow
Log-in/Log-out	Log-in
Message Waiting	Off
Timed Reminder	Cleared

### To set





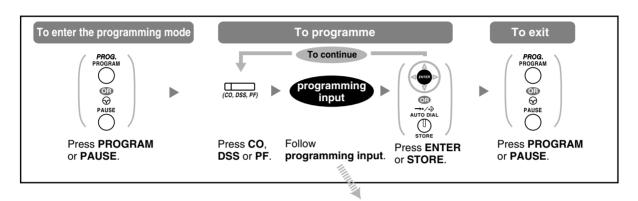
If you do not desire that the Call Waiting, FWD/DND or Hot Line to be cleared by this feature, please ask your dealer.

#### 3.1.3 **Customising the Buttons**

You can change the flexible CO buttons/DSS buttons, and programmable feature (PF) buttons on PTs, DSS Consoles, Add-on Key Modules, and PSs to the following feature buttons. For example, if your telephone has more CO buttons than available outside lines, you may change unused CO buttons to one touch buttons.



To enter the programming mode when using a PS, refer to "Operating Instructions" for PS.



Buttons	Programmable Button			Programming Input
	СО	DSS	PF	
Loop-CO (L-CO)	>	~		×
Group-CO (G-CO)	<b>&gt;</b>	~		# + Outside line group no. (2 digits)
Single-CO (S-CO)	~	~		+ Outside line no. (3 digits)
Direct Station Selection (DSS)	>	~		1 + Extension no.
One-touch Dialling*1	>	~	>	+ Desired no. (max. 32 digits)
Incoming Call Distribution Group (ICD Group)	<b>&gt;</b>	<		3 0 + Incoming call distribution group extension no.
Message	~	~		4 0
Message for another extension	~	~		4 0 + Extension no./Incoming call distribution group extension no.
Call Forwarding (FWD)/Do Not Disturb (DND)—Both calls	~	~		4 1
FWD/DND—Outside calls	<b>&gt;</b>	~		4 2
FWD/DND—Intercom calls	~	~		4 3

Buttons	Programmable Button			Programming Input
	СО	DSS	PF	
Group FWD—Both calls	•	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		4 4 + Incoming call distribution group extension no.
Group FWD—Outside calls	~	~		4 5 + Incoming call distribution group extension no.
Group FWD—Intercom calls	•	•		4 6 + Incoming call distribution group extension no.
Account	<b>'</b>	~		4 8
Conference	~	~		4 9
Terminate	~	~		5 0
External Feature Access (EFA)	~	~		5 1
Charge Reference	~	~		5 2
Call Park	~	~		5 + Parking zone no. (2 digits)
Call Park (Automatic Park Zone)	~	•		5 3 *
Call Log*3	~	~		5 4
Call Log for ICD Group*3	~	~		5 4 + Incoming call distribution group extension no.
Log-in/Log-out	~	~		5 5
Log-in/Log-out of a specified group	•	•		5 5 + Incoming call distribution group extension no.
Log-in/Log-out for all groups	<b>/</b>	~		5 5 *
Hurry-up	•	~		5 6 + Incoming call distribution group extension no.
Wrap-up	<b>/</b>	~		5 7
System Alarm*3	•	~		5 8
Time Service (Day/Night/ Lunch/Break)	~	~		5 9 + 0/1/2/3*4 (+ # + Tenant no.)
Answer*3	~	~		6 0

Buttons		gramm Button		Programming Input
	СО	DSS	PF	
Release*3	>	>		6 1
Toll Restriction/Call Barring	>	>		6 2 + Toll Restriction/Call Barring Level (1-7)
ISDN Service*5	٧	>		6 3 + Desired no. (max. 32 digits)
Calling Line Identification Restriction (CLIR)	~	<		6 4
Connected Line Identification Restriction (COLR)	>	~		6 5
ISDN-Hold	>	<b>'</b>		6 6
Headset*3*6	<b>&gt;</b>	<		6 7
Time Service Switching Mode (Automatic/Manual)	>	/		6 8 (+ Tenant no.)
Two-way Record*7	>	<b>'</b>		9 0 + Voice mail floating extension no.
Two-way Transfer*7	>	•		9 1 + Voice mail floating extension no.
One-touch Two-way Transfer*7	٧	•		9 1 + Voice mail floating extension no. + # + Extension no./Incoming call distribution group extension no.
Live Call Screening (LCS)*7	>	~		9 2
Voice Mail Transfer*7	~	<b>'</b>		9 4 + Voice mail floating extension no.



\*1 "X", "#", FLASH/RECALL, PAUSE, SECRET (INTERCOM) and T (Transfer) can also be stored.

If you do not want to display the stored number when making a call, press the SECRET (INTERCOM) button before and after the numbers you wish to conceal.

If you store an outside party's number, you should first store a line access number.

If you need to enter an account code, you can enter the specified account code before the line access number.

<Example>

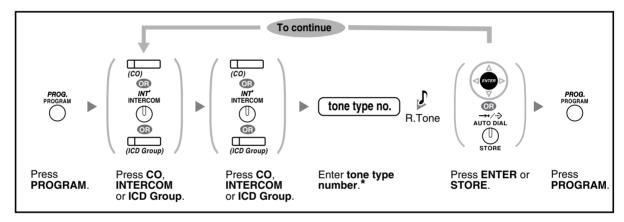


- \*2 For a PF button, "2" is not required to enter before the desired number.
- \*3 This button is not available for a PS.
- \*4 0: Day/Night/Lunch/Break, 1: Day/Night/Break, 2: Day/Night/Lunch, 3: Day/Night
- \*5 Availability of this button depends on the ISDN service of your telephone company. Refer to "1.2.5 Accessing the ISDN Service (ISDN Service Access)".
- \*6 This button is not available for the KX-T7665.
- \*7 This button is used for the integrated voice mail features.
- To exit at any time, lift the handset.



You can select the parameter with the Navigator key (Up or Down) instead of entering a number.

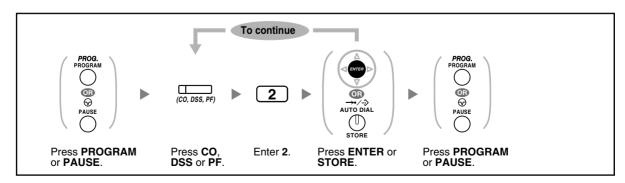
### To distinguish the ringing tones for each CO, INTERCOM or ICD Group button (Digital proprietary telephone only)





- Available tone types vary depending on the telephone you are using:
  - KX-T7600 series (except KX-T7665): Tone types "01" to "30" are available.
  - KX-T7665: Only tone types "01" to "08" are available. It is possible to enter a tone type number from "09" to "30", but you will hear tone type "01".
  - Other telephones: Only tone types "01" to "08" are available. It is possible to enter a tone type number from "09" to "30", but you will hear tone type "02".

#### To clear the button



### **Manager Programming** 3.2

#### **Programming Information** 3.2.1

The manager can programme the following items.

- Call Charges
- Other Extensions Control

### **Available Extension**

The extension assigned as a manager

### **Required Telephone**

A Panasonic Proprietary Telephone with display (over 2 lines) (e.g., KX-T7636)

### **Manager Password**

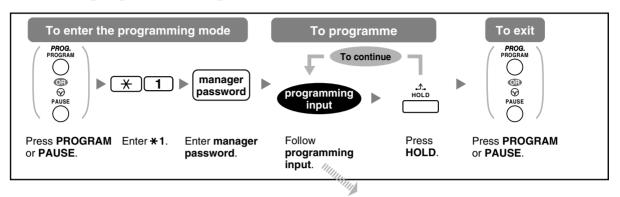
To enter programming mode, the manager password (max. 10 digits) is required. (Default: 1234)

### **Conditions**

The programming extension must be idle, on-hook and holding no calls.

#### **Manager Programming** 3.2.2

### **Changing Call Charges and Extension Control**



Item	Programming Input
Changing the manager password.	0 0 + Password (max. 10 digits) +
Viewing extension call charges.	0 1 + + Extension no.
Clearing extension call charges.	0 1 + + Extension no. + + +
Setting the budget for extension call charges.	0 2 + + Extension no. + Charge* +
Viewing call charges for each verified code.	0 3 + + Verified code
Clearing call charges for each verified code.	0 3 + + Verified code + + +
Setting the budget for each verified code.	0 4 + + + Verified code + Charge* +
Viewing call charges for each outside line.	0 5 + + Outside line no. (3 digits)
Assigning a charge rate for each outside line group.	0 6 + + Outside line group no. (2 digits) + Charge rate* +
Clearing all charges.	0 7 + • +
Printing the total call charge.	0 8 + • +
Locking/unlocking other extensions. (Remote Extension Lock)	9 0 + + Extension no. + 1 (to lock)/ 0 (to unlock) +
Clearing the PIN and PIN lock for extensions.	9 1 + + Extension no. +

Item	Programming Input
Clearing the PIN and PIN lock for verified codes.	9 2 + + Verified code +
Setting the verified code PIN.	9 3 + + Verified code + PIN (max. 10 digits) +



### **WARNING**

When a third party discovers the password (verified code PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:

- a) Carefully maintain the secrecy of the PIN.
- b) Specify a complicated PIN as long and random as you can make it.
- c) Change the PIN frequently.
- \* To enter a decimal point, press  $\times$  .

### 3.3 **Customising Your System (System Programming)**

#### **Programming Information** 3.3.1

You can customise your system according to your requirements. [Your system already has default settings (factory installed).]

### The programming is shown below. (Programme number)

- The date and time [000]
- System speed dialling numbers and names [001]/[002]
- Extension number and name [003]/[004]

#### **Available Extension**

The extension allowed through COS programming

### **Required Telephone**

A Panasonic Proprietary Telephone with display (over 2 lines) (e.g., KX-T7636)

#### **System Password**

To enter programming mode, the system password (max. 10 digits) is required. (Default: 1234)

### **Conditions**

The programming extension must be idle, on-hook and holding no calls.

### List

Before programming, decide the settings and write them down. Your notes will provide a useful record of the programming for future reference. Your dealer also has programming records which contain all of the system programming. You may ask for photo copies of these tables to be aware of the facilities and features available.

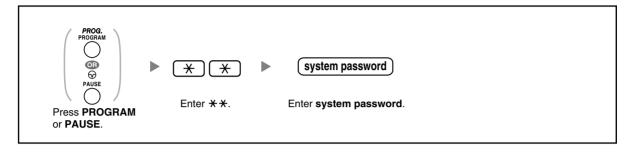
### **Icon Descriptions**

Fixed Buttons		
T7600	T7200/T7400/T7500	Function
	REDIAL	PREVIOUS (PREV)
	SP-PHONE	NEXT
	←←/+I← FWD/DND	•
	CONF	•
	→→/-\$> AUTO DIAL  STORE	STORE (ENTER)
	None	Back to Previous Menu (CANCEL)
	SHIFT	SHIFT
PROG. SPAUSE		PROGRAM
.↑. HOLD		END
AUTO ANS  MUSSAGE  MUTE		SELECT
R FLASH/ RECALL		FLASH
TRANSFER		CLEAR
INT' INTERCOM		SECRET

### **Procedure**

The basic steps are shown below.

1. Entering the programming mode



### Programming

You can enter each programme number (3 digits).



To exit the programming mode at any time, lift the handset.

### 3. Exiting the mode





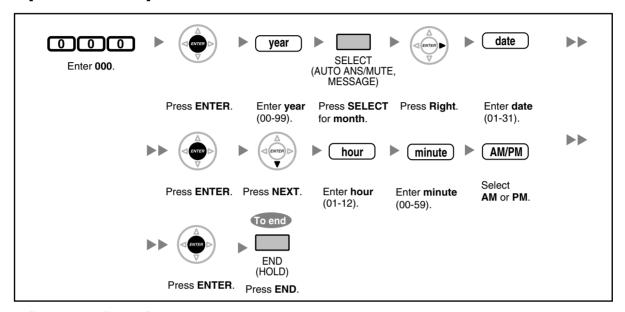
To exit the programming mode at any time, lift the handset.

#### 3.3.2 **System Programming**

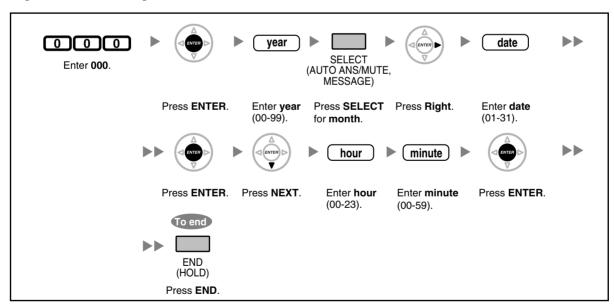
### **Date & Time [000]**

The proprietary telephones display the current date and time while on-hook.

### [In 12-hour Format]



### [In 24-hour Format]



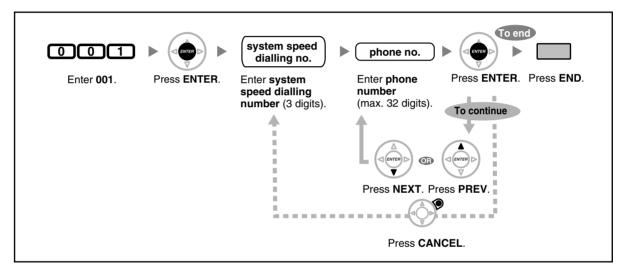


- After changing the desired values, you can press the ENTER button. You do not have to perform the rest of the steps.
- The clock starts immediately after the ENTER button is pressed.
- You cannot leave a value empty.
- You can clear the entry by pressing the CLEAR button.
- To confirm your entry after storing data:
  - The STORE button light: Lights red.
  - Confirmation Tone:

One beep: Your entry is accepted. Three beeps: Your entry is rejected.

### System Speed Dialling Number [001]

You can store the phone numbers of frequently dialled numbers.





- If the desired number is more than 32 digits, divide the number and store it into a speed dialling number.
- "X", "#", FLASH/RECALL, PAUSE, and SECRET (INTERCOM) can also be stored. If you do not want to display the stored number when making a call, press the SECRET (INTERCOM) button before and after the numbers you wish to conceal.

If you store an outside party's number, you should first store a line access number.

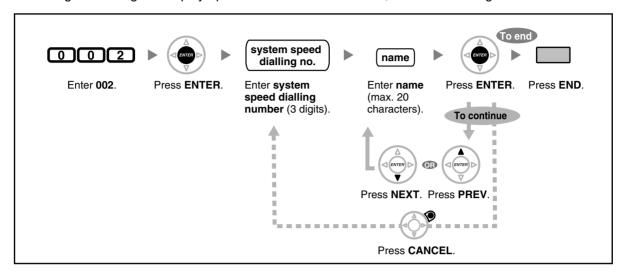
If you need to enter an account code, you can enter the specified account code before the line access number.

<Example>



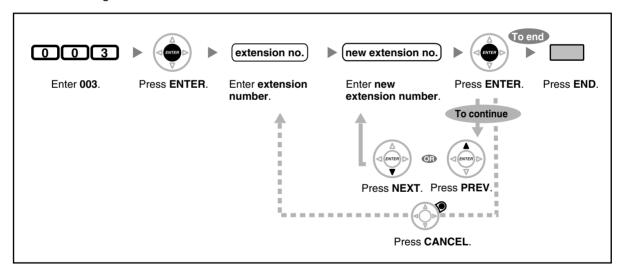
### System Speed Dialling Name [002]

You can store the name associated with the speed dialling number. These names are displayed when making calls using the display operation. To enter characters, refer to "Entering Characters".



### **Extension Number [003]**

You can assign an extension number to each extension.

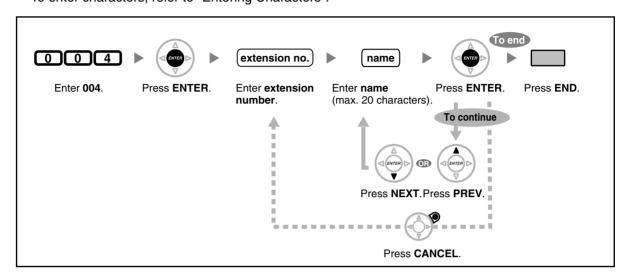




- The leading number(s) should be the same as the number(s) assigned for Flexible Numbering. Consult your dealer.
- A duplicate entry is invalid.

### **Extension Name [004]**

You can store the name of an extension user. This is useful if you want to know who is calling, or who you are calling when making an intercom call using the directory. To enter characters, refer to "Entering Characters".



## Section 4 Appendix

This chapter provides the Troubleshooting, the Feature Number Table and Tone List. Check the Troubleshooting section before consulting your dealer.

### **Troubleshooting** 4.1

### **Troubleshooting** 4.1.1

### **Troubleshooting**

Problem	Remedy
The telephone does not work properly.	Consult your dealer.
I cannot use the telephone.	The telephone is locked.
	■ Unlock your telephone. (  1.5.3 Preventing Other People from Using Your Telephone (Extension Lock), 2.1.1 Extension Control)
	<ul> <li>Your telephone is connected to an eXtra Device Port.</li> </ul>
	System programming is required. Consult your dealer.
Some features do not work.	System management may restrict certain features.
	Consult your manager.
	<ul> <li>The feature numbers have changed.</li> </ul>
	Confirm the revised number and try again.
Even though following the manual instructions, none of the operations work when using a proprietary telephone.	• The Intercom line was not seized. The seized line, when going off-hook, was changed by personal setting. (  3.1.2 Settings on the Programming Mode)
	■► In the manual, going off-hook means an Intercom line is seized.  If the setting has been changed, press the INTERCOM button after going off-hook and follow the instructions.
The parallelled single line telephones do not ring.	"No ring" may be selected.  Change the setting to ring. ( ♣ 1.7.11 Setting the Parallelled Telephone to Ring (Parallelled Telephone))
The telephone does not work using the personal settings or with other settings. (One-touch dialling, forwarding	The extension line has been changed. The previous telephone's settings have not been cleared.
destination, etc.)	► Clear the settings and then programme your desired settings again. ( ► 1.7.13 Clearing Features Set at Your Extension (Extension Feature Clear), 3.1.1 Customising Your Phone (Personal Programming), 3.1.3 Customising the Buttons)

Problem	Remedy
My proprietary telephone does not have	Some models do not have the feature button.
a feature button.	➡ Change a flexible button to the desired
	button. ( 🐼 3.1.3 Customising the Buttons)
	■ Enter the specified feature number instead
	of the feature button. ( 🖾 1.1.1 Before Operating the Telephones)
A reorder tone is audible or "Restricted"	The telephone is locked.
is displayed.	■ Unlock your telephone. (  1.5.3 Preventing Other People from Using Your Telephone (Extension Lock), 2.1.1 Extension Control)
	<ul> <li>Toll restriction is activated.</li> </ul>
	Consult your manager or dealer.
	<ul> <li>An account code is required. (  1.2.7 Calling without Restrictions, Using an Account Code (Account Code Entry) in 1.2.1 Basic Calling)</li> </ul>
I cannot make an outside call using the	A line access number was not stored.
One-touch Dialling button or speed dialling.	■ A line access number is required for outside calls. ( 🔊 1.2.1 Basic Calling, 3.1.3 Customising the Buttons)
I cannot remember the feature numbers.	<ul> <li>Ask your dealer to change the feature numbers for easier use.</li> </ul>
While talking to an outside party, the line is disconnected.	The time limit has run out. ( 123 1.4.1  Transferring a Call (Call Transfer), 1.4.5 Multiple  Party Conversation)
	Consult your dealer to extend the time, if necessary.
Redialling does not function.	• The stored number was more than 32 digits or an extension number. ( 🕬 1.2.3 Redial)
The personal computer and fax machine communication failed.	An indication tone may have interrupted communication. (    1.7.9 Protecting Your Line against Notification Tones (Data Line Security))
I do not want to show my telephone number to the calling or called party's telephone.	Consult your manager or dealer.
I want to show my telephone number to the calling or called party's telephone.	(

Problem	Remedy
I cannot send a call waiting tone to the dialled extension.	The other party has not set the Call Waiting feature.  (
I forgot the password.	Ask the manager to assist you.  ( 23 2.1.1 Extension Control)
The background music started suddenly.	<ul> <li>Turn off the music.</li> <li>(</li></ul>
I do not want to display a number which is stored in memory.	<ul> <li>Conceal the number.</li> <li>( ♥ Storing Names and Numbers, 3.1.3</li> <li>Customising the Buttons)</li> </ul>
I want to confirm my extension number.	(
The date and time are not correct.	Set the date and time by system     programming. (
The display is not shown well.	Change the Display contrast level.  (
I want to distinguish the tones.	<ul> <li>( ) To distinguish the ringing tones for each CO, INTERCOM or ICD Group button (Digital proprietary telephone only), 3.1.3 Customising the Buttons)</li> </ul>
The MESSAGE button light lit.	Another extension left you a message waiting indication while you were on the phone or away from your desk.

# **Feature Number Table** 4.2

### 4.2.1 **Feature Number Table**

Numbers listed below are the default settings. There are flexible feature numbers and fixed feature numbers. If you change the flexible feature numbers, fill in your assigned numbers (new) in the list for future reference.

Feature (While dial tone is heard)	I	Default (New)										Additional digits
1.2.1 Basic Calling												
To an operator (Operator Call)	(	9/0	)									
To select an idle outside line automatically (Automatic Line Access)	(	0/9	)	outside phone no.								
To select an idle outside line in the specified outside line group automatically (Outside Line Group Access)	(	8	)	outside line group no. (2 digits) + outside phone no.								
Making a Call to a Private Network (TIE Line Access)	(	7	)	private phone no.								
Using an Account Code (Account Code Entry)	(	<del>*</del> 49	)	account code + # + outside phone no.								
1.2.2 Easy Dialling												
Using Numbers Stored at Your Extension (Personal Speed Dialling)												
- To store	(	<del>*</del> 30	)	personal speed dialling no. (2 digits) + phone no. + #								
– To dial	(	**	)	★ + personal speed dialling no. (2 digits)								
Using Numbers Stored in the PBX (System Speed Dialling)												
– To dial	(	**	)	system speed dialling no. (3 digits)								
To a Preset Number by Going Off-hook (Hot Line)	(	<del>*</del> 740	)									
- To store				2 + phone no. + #								
– To set				1								
- To cancel				0								
1.2.3 Redial												
Redialling the Last Number You Dialled (Last Number Redial)	(	#	)									

Feature (While dial tone is heard)		Defaul (New)		Additional digits
1.2.4 When the Dialled Line is Busy or There is No Answer				
To cancel callback ringing (Automatic Callback Busy Cancel)/To cancel (CCBS Cancel)	(	<del>×</del> 46	)	
Leaving a Message Waiting Indication/Calling Back the Caller Who Left an Indication (Message Waiting)	(	*70	)	
For a caller				
- To leave/cancel				1/0 + extension no.
For a called extension				
- To call back				2
- To clear				0 + your extension no.
1.2.7 Calling without Restrictions				
Using Your Calling Privileges at Another Extension (Remote COS Access)	(	<del>*</del> 47	)	extension no. + extension PIN + phone no.
To call with a verified code (Verified Code Entry)				★ + verified code + verified code PIN + phone no.
1.2.8 To Access Another Party Directly from Outside (Direct Inward System Access [DISA])				
Calling through DISA				
<ul><li>To an extension (In All Security Mode only)</li></ul>				your extension no./(* + verified code) + extension PIN/verified code PIN + extension no.
- To an outside party (In Trunk Security Mode/All Security Mode only)				your extension no./(* + verified code) + extension PIN/verified code PIN + outside phone no.
1.2.9 Setting Your Telephone from Another Extension or through DISA (Remote Setting)				your extension no. + extension PIN + feature no.
- From another extension	!			
- Through DISA				

Feature (While dial tone is heard)		Defaul (New)	t	Additional digits
1.3.3 Answering a Call Ringing at Another Telephone (Call Pickup)				
Answering a Call from Another Telephone (Call Pickup)				
– Group	(	<del>×</del> 40	)	group no. (2 digits)
- Directed	(	<del>×</del> 41	)	extension no.
Denying Other People the Possibility of Picking Up Your Calls (Call Pickup Deny)	(	<del>×</del> 720	)	
– To deny				1
– To allow				0
1.3.4 Answering a Call via an External Speaker (Trunk Answer From Any Station [TAFAS])				
- Calls through an external speaker	(	<del>*</del> 42	)	KX-TDA100/KX-TDA200: speaker no. (1 digit) KX-TDA30: 1
1.3.6 Identifying Malicious Calling Parties (Malicious Call Identification [MCID])	(	*7*3	)	
1.4.1 Transferring a Call (Call Transfer)				
Transferring a Call Using the ISDN Service (Call Transfer [CT]—by ISDN)	(	<del>×</del> 62	)	phone no.
1.4.2 Holding a Call				
To hold (Call Hold)/To retrieve a call (Call Hold Retrieve)	(	<del>×</del> 50	)	
To retrieve a call (Call Hold Retrieve)				
- Specified with a held line number	(	<del>×</del> 53	)	outside line no. which is held (3 digits)
- Specified with a holding extension number	(	<del>×</del> 51	)	extension no. which has a held call
Holding in a System Parking Zone (Call Park)		<del>×</del> 52		
- To set	(		)	parking zone no. (2 digits)/+
– To retrieve				stored parking zone no. (2 digits)
1.4.4 Answering Call Waiting				
Answering Call Waiting in the PBX	(	<del>×</del> 50	)	
Answering Call Waiting from the Telephone Company	(	<del>×</del> 60	)	

Feature (While dial tone is heard)		Default (New)										Additional digits
1.4.5 Multiple Party Conversation												
Adding a Third Party during a Conversation Using the ISDN Service (Three-party Conference [3PTY]—by ISDN)	(	<del>×</del> 62	)	phone no. + 3								
1.5.1 Forwarding Calls												
Forwarding Your Calls (Call Forwarding [FWD])/ 1.7.2 Refusing Incoming Calls (Do Not Disturb [DND])												
- Both Calls	(	<del>×</del> 710	)	0 (Cancel)/								
- Outside Calls	(	<del>×</del> 711	)	1 (Do Not Disturb [DND])/								
- Intercom Calls		<del>×</del> 712		2 (All calls) + phone no. + #/								
	(		)	3 (Busy) + phone no. + #/								
				4 (No Answer) + phone no. + #/								
				5 (Busy/No Answer) + phone no. + #/								
				7 (Follow Me) + your extension no./								
				8 (Follow Me Cancel) + your extension no.								
<ul><li>To set the timer for "No Answer" and "Busy/No Answer"</li></ul>	(	<del>×</del> 713	)	00-99 (second)								
To set/cancel (Call Forwarding [FWD] for your Incoming Call Distribution Group)												
- Both Calls		<del>×</del> 714		1 (Set) + ICD Group extension no. + phone								
	(		)	no. + #/0 (Cancel) + ICD Group extension no.								
- Outside Calls	,	<del>×</del> 715	١									
– Intercom Calls	(	<del>×</del> 716	,									
microdin dans	(	<del>×</del> 710	)									
Forwarding Your Calls Using ISDN Service (Call Forwarding [CF]—by ISDN)	(	*7*5	)									
– To set				outside line no. + # + multiple subscriber no. + # + 2 (Unconditional)/3 (Busy)/4 (No Reply) + phone no. + #								
- To cancel				outside line no. + # + multiple subscriber no. + # + 0								
– To confirm				outside line no. + # + multiple subscriber no. + # + 1								

Feature (While dial tone is heard)	Default (New)	Additional digits
1.5.2 Showing a Message on the Caller's Telephone Display (Absent Message)	*750	
– To set		1-9 (+ parameter) + #
- To cancel		0
1.5.3 Preventing Other People from Using Your Telephone (Extension Lock)	*77 (	
- To lock		1
– To unlock		0 + extension PIN
1.6.1 Paging		
Group Paging	*33 (	paging group no. (2 digits)
1.6.2 Answering/Denying a Paging Announcement		
- To answer	<del>×</del> 43	
	(	)
– To deny	×721	1
– To allow		0
1.6.3 Making an Announcement and Having a Multiple Party Conversation (Broadcasting)		
- To call and make an announcement	*32 (	broadcasting group no. (1 digit)
1.7.1 Setting the Alarm (Timed Reminder)	<del>×</del> 760	
– To set	(	12H: 1 + hour/minute + 0 (AM)/1 (PM) + 0 (once)/1 (daily) 24H: 1 + hour/minute + 0 (once)/1 (daily)
- To cancel		0
1.7.3 Receiving Call Waiting (Call Waiting/Off-hook Call Announcement [OHCA]/Whisper OHCA)		
<ul><li>For intercom calls</li><li>(No call/Tone/OHCA/Whisper OHCA)</li></ul>	*731 (	0 (No call)/1 (Tone)/2 (OHCA)/3 (Whisper OHCA)
<ul><li>For outside calls (No tone/Tone)</li></ul>	*732 (	0 (No tone)/1 (Tone)

Feature (While dial tone is heard)	Default (New)	Additional digits
1.7.4 Displaying Your Telephone Number on the Called Party and Caller's Telephone (Calling/Connected Line Identification Presentation [CLIP/COLP])	*7*2 ( )	
- Public		1
– Your extension		2
1.7.5 Preventing Your Telephone Number Being Displayed on the Caller's Telephone (Connected Line Identification Restriction [COLR])	*7*0 ( )	
– To show		0
- To prevent		1
1.7.6 Preventing Your Number Being Displayed on the Called Party's Telephone (Calling Line Identification Restriction [CLIR])	*7*1 ( )	
- To show		0
- To prevent		1
1.7.7 Preventing Other People from Joining Your Conversation (Executive Busy Override Deny)	*733 ( )	
- To prevent		1
- To allow		0
1.7.8 Turning on the Background Music (BGM)	<del>×</del> 751	
– To set	( )	KX-TDA100/KX-TDA200: BGM no. (1 digit) KX-TDA30: 1
- To cancel		0
1.7.9 Protecting Your Line against Notification Tones (Data Line Security)	*730 ( )	
– To set		1
- To cancel		0
1.7.11 Setting the Parallelled Telephone to Ring (Parallelled Telephone)	*39 ( )	
– Ring		1
– No Ring		0
1.7.12 Using Your PS in Parallel with a Wired Telephone (Wireless XDP Parallel Mode)	*48 ( )	
– To set		1 + paired wired extension no.
– To cancel		0

Feature (While dial tone is heard)	Default (New)	Additional digits
1.7.13 Clearing Features Set at Your Extension (Extension Feature Clear)	*790 ( )	
1.8.1 Leaving an Incoming Call Distribution Group (Log-in/Log-out, Wrap-up)		
Log-in	<del>×</del> 736	1 + ICD Group extension no./*
Log-out	( )	0 + ICD Group extension no./*
To enter/leave the Not Ready mode	*735 ( )	1 (Not Ready)/0 (Ready)
*2 1.8.2 Monitoring and Controlling the Call Status of an Incoming Call Distribution Group (Incoming Call Distribution Group Monitor)	×739 ( )	ICD Group extension no.
1.9.1 If a Doorphone/Door Opener is Connected		
Doorphone Call	*31 ( )	doorphone no. (2 digits)
Opening a Door (Door Open)	*55 ( )	doorphone no. (2 digits)
1.9.2 If a Host PBX is Connected		
Accessing External Services (External Feature Access [EFA])	×60 ( )	service code
1.9.3 If a Voice Processing System is Connected		
Call Forwarding to Voice Mail (Voice Mail Integration)		
- Both Calls	*710 ( )	0 (Cancel)/
- Outside Calls	*711 ( )	2 (All Calls)/
- Intercom Calls	<del>×</del> 712	3 (Busy)/
	( )	4 (No Answer)/
		5 (Busy/No Answer)
		+ voice mail floating extension no. + #
1.10.1 Using the Same Settings as Your Previous Extension (Walking Extension)	*727 ( )	your previous extension no. + extension PIN

# 4.2 Feature Number Table

Feature (While dial tone is heard)	I	Default (New)		Additional digits
2.1.1 Extension Control				
*1 To lock/unlock other extensions (Remote Extension Lock)				
– To unlock	(	<del>×</del> 782	)	extension no.
– To lock	(	*783	)	extension no.
*1 2.1.2 Time Service Mode Control		<del>×</del> 780		
<ul><li>– Day/Night/Lunch/Break</li></ul>	(		)	0/1/2/3
*1 2.1.4 Turning on the External Background Music (BGM)	(	<del>*</del> 35	)	
– To play				KX-TDA100/KX-TDA200: external pager no. (1 digit)/★ + BGM no. (1 digit) KX-TDA30: 11
– To stop				KX-TDA100/KX-TDA200: external pager no. (1 digit)/* + 0 KX-TDA30: 10
*1 2.1.5 Recording Outgoing Messages (OGM)		<del>×</del> 36		
- To record	(		)	1 + OGM floating extension no.
- To play back				2 + OGM floating extension no.
- To record from an external BGM (MOH) port				KX-TDA100/KX-TDA200: 3 + BGM port no. (1 digit) + OGM floating extension no. KX-TDA30: 31 + OGM floating extension no.
- To clear				0 + OGM floating extension no.
3.1.1 Customising Your Phone (Personal Programming)				
Assigning an Extension PIN to Your Extension (Extension PIN [Personal Identification Number])	(	*799	)	
– To set				1 + extension PIN + # + same extension PIN + #
- To cancel				0 + stored extension PIN

\*1 : Manager only \*2 : Supervisor only

Feature (While busy, DND or call tone is heard)	Default
1.2.4 When the Dialled Line is Busy or There is No Answer	
Sending a Call Waiting Tone (Call Waiting)	1
To an Extension Refusing the Call (DND Override)	
Joining an Existing Call (Executive Busy Override)	3
Leaving a Message Waiting Indication/Calling Back the Caller Who Left an Indication (Message Waiting)	
- To leave	4
Monitoring Another Extension (Call Monitor)	5
Reserving a Busy Line (Automatic Callback Busy)/Setting Callback on an ISDN Line (Completion of Calls to Busy Subscriber [CCBS])	6
1.2.6 Alternating the Calling Method (Alternate Calling—Ring/Voice)	×

Feature (While dialling or talking)	Fixed Number
1.4.5 Multiple Party Conversation	
Adding Other Parties during a Conversation (Conference)	3
1.9.1 If a Doorphone/Door Opener is Connected	
From any extension while talking to the doorphone	5

## What is This Tone? 4.3

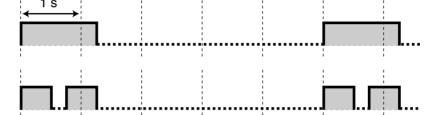
### 4.3.1 What is This Tone?

# While on-hook

# **Ring Tones**

The following tones are programmable allowing recognition of call type (Outside, Intercom or Doorphone).

Tone 1



Tone 2

Tone 3

Tone 4



# When going off-hook

# **Dial Tones**

Tone 1

Normal



## Tone 2

Any one of the following features is set:

- Absent Message
- **Background Music**
- Call Forwarding
- Call Pickup Deny
- Call Waiting
- Do Not Disturb
- **Extension Lock**
- **Executive Busy** Override Deny
- Hot Line
- **Timed Reminder**

### Tone 3

- After pressing TRANSFER or Recall/hookswitch to hold a call temporarily (e.g., Call Splitting)
- While a called PS is being searched
- When Account Code Entry is performed
- When answering a Timed Reminder call with no message

# Tone 4

Message waiting indication was received.







# When you make calls

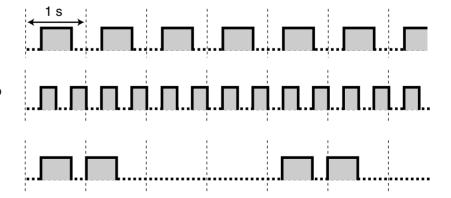
# **Busy Tone**

# **Reorder Tone**

The outside line you tried to seize is not assigned or denied.

# **Ringback Tone 1**

Normal ringback tone



# **Ringback Tone 2**

Special ringback tone for DISA call

# Do Not Disturb (DND) Tone

The dialled extension is refusing incoming calls.

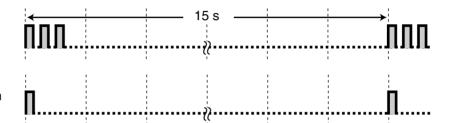


# While off-hook

# **Indication Tones**

Tone 1

Call waiting tone



# Tone 2

A call is on hold longer than the specified time

# When talking to an outside party

# **Warning Tone**

This tone is sent 15, 10 and 5 seconds before the specified time for disconnection.



# When setting the features or programming

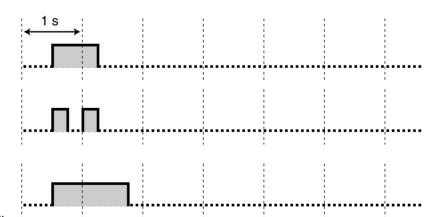
# **Confirmation Tones**

# Tone 1

The feature setting was set successfully.

# Tone 2

Before receiving a page through an external speaker



# Tone 3

Before the following features activate:

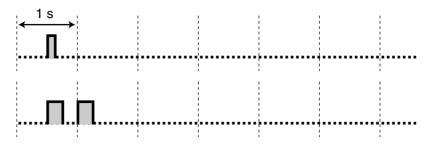
- Retrieving a held call
- Picking up another call
- Paging/Answering a paging announcement
- Answering the call through a speaker

# Tone 4

Establishing or leaving a conference

# Tone 5

A call has been put on hold.



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